

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, NY 14048
Minutes
September 26, 2023

Attendees Present

Susan Nickle, Matthew Woelfle, Pam Czarniak, Terri Sutherland, Jason Hammond, and Sara Marsowicz

Attendees Absent

Mary Beth Muldowney & Bev Sutton

Matthew Woelfle, Vice President presided. Called to order at 4:11 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: Minutes of the August meeting were approved (S. Marsowicz; T. Sutherland)

Approval of Bill Payments & Budget Transfers

Continue to manage recurring bill payments as is (S. Marsowicz; S. Nickle)

Children's Room Report

Submitted and reviewed by Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. DRI Interest Project - The latest meeting was held on 09-14-23. Jason attended & answered any questions posed by the public as they submitted their input surveys.
2. Interior Design Services-Proposal from Sara E.; originally presented in July.
3. Staff ID/Lanyards - Expected delivery on 09-26-23 and will be implemented by staff upon arrival.
4. Policy Updates:
 - a. Conflict of Interest-Changed **Outside Interests** to **Conflicting Interests** so new employees who don't read the definition on page 1 don't list their hobbies. (S. Marsowicz; M. Woelfle)
 - b. Child Safety Policy-Eliminate fuzzy areas regarding overlapping age/grade designations to determine whether the person belongs upstairs or downstairs. Eliminated mention of grade and based solely on age since age is the determining factor for a library card in Koha (juvenile, YA or adult) (T. Sutherland; S. Marsowicz)
 - c. Computer, Internet & Wireless Policy-Sections on adults, teens, tweens & children were aligned with the Child Safety Policy, eliminated grade designation, & made sure ages matched the language in that policy as well. Updated sections where language or rules are no longer accurate. (M. Woelfle; S. Marsowicz)

- d. Board Bylaws-Section 6:Quorum - Establish fraction or percentage of trustees present if membership should increase. (3/5 or 60%) Article VII-2a: Treasurer - adjustments were made regarding appointment/term. (S. Nickle; T. Sutherland)
5. Building Insurance - Sara presented information from an inquiry of KLV Appraisal Group, Inc. which indicates a 3 to 4-week appraisal process with a fee not to exceed \$1,600. Discussion will continue at our next meeting.

New Business

1. NYS Construction Grant - the mason doesn't expect to work on the project until spring because NYS took too long to issue funding and wasted the majority of the work season because of it. We are still hoping the electrical work will take place soon.
2. Book Sale - our annual end of summer book sale totaled proceeds in the amount of \$482.25.
3. CCLS Annual Meeting - to be held on 10-11-23 in Ellicottville. Trustees are invited to attend as an opportunity to complete the required annual education requirements.
4. Thanks/Acknowledgements - sent a thank you to Susan Larivey and family for the new outdoor bench installed by the city DPW.
5. Finances/Income - continued with our monthly discussion and budget planning.
6. Future Meeting Dates - with the decision to schedule a minimum of six sessions per year, the following are the scheduled meeting dates: November 28, 2023; January 23, 2024; March 26, 2024; May 28, 2024; July 23, 2024 and September 24, 2024. (M. Woelfle; S. Marsowicz)
7. Jan's Monthly Plan: on 09-18-23 contacted fire extinguisher inspection with Allen Fire Equip, and also phoned a winter boiler tune-up with Casale. Lastly, the building insurance was renewed with Putnam Record Agency.

Executive Session

Called to order by Matthew Woelfle , vice president at 5:10 p.m. to discuss personnel scheduling matters which all members were in favor of and approved. Session concluded at 5:19 p.m.

Next meeting is scheduled for November 28, 2023.

S. Nickle and M. Woelfle motioned for the meeting to be adjourned at 5:20 p.m.

Respectfully submitted by,
Susan Nickle, Secretary