

Minutes
November 28, 2023

Attendees Present

Susan Nickle, Mary Beth Muldowney, Matthew Woelfle, Jason Hammond, Sara Marsowicz and Michele Quatroche

Attendees Absent

Terri Sutherland & Bev Sutton

President Mary Beth Muldowney presided. Called to order at 4:15 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 September meeting were approved (S. Marsowicz; M. Woelfle)

Approval of Bill Payments & Budget Transfers

Computer Center Report

Submitted and reviewed by Michele Quatroche.

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Interior Design Services - Proposal originally presented by Sara in July was compared with presentation given today by Deborah Ferrer. Decisions to proceed with her design suggestions were tabled.
2. Building Insurance - Info from Sara; KLV Appraisal Group, Inc. is approximately a 3-4-week appraisal process with a fee not to exceed \$1,600.00. Blue prints were returned by David Walter in case they are needed for the appraisal. It was requested by the Board to have Jason request a current fixed asset/depreciation schedule because this will also have to be taken into consideration in updating the building insurance.
3. Proposals from Beverly Slichta-Cusick regarding the request to have the Neptune fountain displayed in the library building and a Friends Group toolkit to be established.

New Business

1. Interior Design Services - Deborah Ferrer addressed the Board regarding ideas, colors etc. for the library. Future discussions will be held.
2. Benches - Exterior seating was discussed. It was unanimously approved to order four (4) green benches with the funds given to the library with Fall 2023 NCCF funds.

3. New Trustee Handbooks - provided by CCLS were distributed to the Board.
4. Audit - Review of 7/22-6/23 documents were completed and filed by JMA.
5. Library Policy Periodic Review/Update - ALA Freedom to Read & ALA Freedom to View was reviewed. Board voted: 3 members OK'd, 1 Nay, 1 member absent. (S. Marsowicz; S. Nickle) DPL Circulation Policy & DPL Memorial Policy was voted on by the board. All members present approved (M. Woelfle; S. Marsowicz)
6. Thanks and Acknowledgements - card sent to Natalie Luczkowiak & Dunkirk Historical Society for \$1,000 donation for thanks to library staff's assistance with veteran's banner program, to Beverly Slichta-Cusick for the donation of the Veteran Day tee shirts & historical postcard project and to NCCF for the \$2,000 grant for the new exterior benches.
7. Finance/Income - discussed that \$1,500.00 was approved from the last budget discussion for Christmas gifts for the library staff. It was suggested to purchase Chautauqua County gift cards and poinsettias.
8. Monthly Tasks - CCLS Annual meeting was attended by Jason & Michele; tax levy funds from the school district were received/deposited, preparation of the annual report to the community will be done and renew treasurer bond invoice that will be adjusted due to the increase of the tax levy.

Next meeting is scheduled for January 23, 2024.

S. Marsowicz and M. Woelfle motioned for the meeting to be adjourned at 5:43 p.m.

Respectfully submitted by,
Susan Nickle, Secretary