

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

March 25, 2025

Attendees Present

Sara Marsowicz, Jason Hammond, Susan Nickle, Terri Sutherland, Matthew Woelfle, Stacy Korzenieski, Laurie Dolce and Michele Quatroche

Attendees Absent

Mary Beth Muldowney (excused)

President Matthew Woelfle presided. Called to order at 4:12 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 January 28, 2025 meeting were approved. (T. Sutherland; S. Korzenieski).

Financials were submitted via email by Bev Sutton.

Children's Room and/or Computer Lab Report

Email report submitted by Pam Czarniak.

Submitted and reviewed by Michele Quatroche

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Discussion/Ideas for 120th Anniversary Open House will remain on hold until Spring and/or various building projects are completed.
2. Inclement Weather Closings-Practices of other CCLS locations were presented. The current practice of the Director deciding on the closing with approval from a Trustee will remain. This practice will be put in writing for future reference.
3. Architect-Capital Project Fee Proposal from David Walter-Since the library will likely not apply for NYS Construction Aid this year, we are waiting on a smaller scale list of tasks before re-addressing his fees.

New Business

1. The Committee Business Reports-Building Construction & Maintenance report was presented by S. Marsowicz. Updates on window installations, new lighting, blinds and carpeting were presented. Also, with the development of the Budget Committee, S. Marsowicz was replaced by M. Woelfle as member going forward. The Employee Engagement Committee reported that a pizza party was provided on Valentine's Day for the library staff in thanks for all the hard work associated with the Children's and Meeting Rooms recent renovation. As previously mentioned, a Budget Committee was established with S. Marsowicz, S. Korzenieski, J. Hammond, Library Director and B. Sutton, Treasurer as members. (S. Marsowicz; S. Nickle)
2. Building Projects: Updated estimate from Mader for plaster restoration and updated room by room estimates from Pucci's for carpeting were agreed to be put on hold at this time. Also discussed were the concerns and/or opinions of the front door lettering.
3. Annual Report to NYS-accepted by all board members present pending addressing the discrepancy to previous years figures. (S. Marsowicz; S. Nickle)
4. Library Policy Periodic Review/Update: a) Local Wineries at Library Events- Waiting on revisions to the Patron Conduct & Personnel policies from Mr. Schofield. b) Asset Capitalization Policy-(S. Marsowicz; S. Korzenieski) approved by all board members in attendance. c) Personal Policy-Vacation Time Schedule, with recommendations by T. Sutherland and S. Korzenieski were discussed. Current policy will remain for 2025, but T. Sutherland will write up a new policy based on years of service and average hours worked for the upcoming year.
5. Notary for Library-S. Marsowicz will address the questions presented by library clerks who may have an interest in taking the exam.
6. Public Engagement-Written comments given from B. Sutton, Treasurer from her attendance at a recent seminar were presented by S. Marsowicz.
7. Staff Survey-One-year review was presented/discussed by the library director after a recent staff meeting held in March.
8. Trustee Vote-Election Resolution was read by M. Woelfle, President and was accepted by all members present. Also a unanimous decision was made by members in attendance to override the tax cap on the upcoming budget vote.
9. Summer Hours-The Memorial Day to Labor Day schedule was questioned recently by the staff. It was decided that we will continue with the current summer hour schedule.
10. Thanks/Acknowledgement-thank you was sent to Carole Ricker for the upkeep of the flagpole garden.

11. Finances/Income (Monthly discussion & budget planning)-Continuation of planning for July, 2025-June, 2026 fiscal year budget. Newly created Budget Committee will set a date to meet and discuss. Also, discussion on the need to account for computer upgrades due to Windows 10 support ceasing later this year and lawyer drafting a letter to the school district to ensure the correct tax levy is collected in 2025.

12. Monthly Tasks

February - NYS Annual Report due to CCLS by 2/14/25

Set date for election/budget vote

Treasurer calculates Tax Cap

March - Board establishes resolutions to:

Override the tax cap

Call trustee election

Approve budget increase (if applicable)

April - National Library Week

Submit election/budget legal notice to the Observer

Next meeting is scheduled for May 27, 2025.

S. Marsowicz and T. Sutherland motioned for the meeting to be adjourned at 5:50 p.m.

Respectfully submitted by,
Susan Nickle, Secretary