

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
September 27, 2016

Present: Joseph Price, Nancy Tuggle, Lisa Forbes, Jim Palmatier, Lynn Hoth, Pam Czarniak, Janice Dekoff

Excused:

Mr. Price presided. Called to order at 4:00 p.m.

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

RESOLVED: That the secretary's minutes for August be approved. (J. Palmatier/N. Tuggle)

RESOLVED: That the financial reports for August be approved. (J. Palmatier/L. Forbes)

RESOLVED: Approval of bills for September. (J. Palmatier, L. Forbes)

RESOLVED: That the Children's Room report for August be approved. (J. Palmatier, L. Forbes)

Janice Dekoff presented the Director's Report. Key points include:

- Two building issues have come to light
 - Front stairs needing to be replaced/repairs
 - Windows should be considered for replacement
 - It may be possible to cover costs of these projects with a NYS Construction Grant.
- The library will have a student intern for the semester who can be used for marketing and publicity.
- Along with Jamestown and Sinclairville, Dunkirk Public Library will be offering video conferencing classes through Adult Literacy Grant Computer Classes for 2016-2017, including Quickbooks.

Pam Czarniak presented the Children's Room Report: Key points include:

- The upcoming schedule of events includes craft days for Halloween, Thanksgiving and Christmas.
- Story times continue on Tuesdays and Thursdays

Under Old Business:

- The Dropbox project is on hold until we receive answers to questions and/or additional quotes
- The Civil Service issues with the classification of certain job titles and responsibilities is continuing. To initiate a meeting with the supervisor for clerk we are dealing with at civil service.
- Financial Policies—presented and approved were the Petty Cash, Credit Card and Purchasing Policies

New Business:

- Treasurer to be bonded—quotes being obtained and various liability amounts discussed

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- Vote for Treasurer carried over to the October meeting
- Building maintenance issues raised:
 1. Front Stairs—in need of repair or replacement—possible NYS Construction Grant?
In the meantime we will need new carpet—one side is much worse than the other—replace half or entire amount depending on how well the new carpet would match the existing carpet
 2. Hand dryers for rest rooms—obtaining quotes—new electric lines appear to be pricey
- Labor Law Changes—Overtime will now need to be paid when earned as opposed to flexing time.
- Internet Security Policy—privacy issues and allowing adults access to questionable sites
- Propay-Credit Card Payments—we are passing at this time but may revisit in the future (accepting credit card payments for fines)

Next meeting scheduled for Tuesday October 25, 2016 at 4:00 PM.

N. Tuggle and by J. Palmatier motioned to adjourn the meeting at 5:15 PM

Respectfully submitted,

Lynn Hoth, Secretary