

**DUNKIRK PUBLIC LIBRARY**

**536 Central Avenue**

**Dunkirk, NY 14048**

**Minutes**

**July 23, 2024**

## **Attendees Present**

Susan Nickle, Mary Beth Muldowney, Jason Hammond, Sara Marsowicz, Terri Sutherland and Michele Quatroche

## **Attendees Absent**

Matthew Woelfle

President Mary Beth Muldowney presided. Called to order at 4:13 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 May 28, 2024 meeting was approved (T. Sutherland; S. Marsowicz)

## **Children's Room Report/Computer Lab Report**

Computer Lab report submitted and reviewed by Michele Quatroche

## **Director's Report**

Submitted and reviewed by Jason Hammond.

## **Unfinished Business**

1. Resolution to amend by-laws - awaiting the lawyer's revisions.
2. Outdoor Sign - Q&A with Rusty Knight to address any Board concerns with the purchase of the digital sign. He will also attend the City Zoning Board meeting with Jason to answer their questions as well.
3. CCLS Program Options - Awaiting the delivery of the fishing poles and Health Dept. stopped responding in regards to the placement of the Narcan box/test strips with the Boards questions. Tabled until questions answered.

## New Business

1. Trustee Oaths & Conflict of Interest Forms - were completed and turned in to Director to be filed.
2. DPL Annual Meeting - Election of Trustee officers for the 2024-2025 Board was held and are as follows: Matthew Woelfle - President; Terri Sutherland - Vice President; Sara Marsowicz - V.P. of Finance; Susan Nickle - Secretary; Mary Beth Muldowney - Trustee. Beverly Sutton was reappointed as treasurer. (S. Marsowicz; M. Muldowney accepted and members present unanimously approved)
3. Thanks and Acknowledgements - to Heart of the Game for donation to the Teen Program and also a \$500.00 anonymous donation was received for "immediate needs or projects".
4. Finance/Income - motion and approval for recurring expense payments to remain "as is" (S. Nickle; T. Sutherland)
5. Committees - Established two (2) committees to meet as needed for Construction and Building Maintenance with S. Marsowicz, M. Muldowney and Jason as members. Also for Employee Concerns & Recognition with T. Sutherland, S. Nickle & Jason as members.
6. Monthly Tasks - June: Prep and mailed absentee ballots and election held on June 18, 2024; July: New trustee's completed Oath of Office to file in Mayville. All trustees to update Conflict of Interest forms. Audit information was sent to JMA as the process has begun. Lastly, emailed the school business office to confirm the tax levy.  
August: Annual fiscal report is due and to be filed by the auditor.

Next meeting is scheduled for September 24, 2024.

S. Marsowicz & S. Nickle motioned for the meeting to be adjourned at 5:13 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary