

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

September 24, 2024

Attendees Present

Susan Nickle, Matthew Woelfle, Mary Beth Muldowney, Jason Hammond, Sara Marsowicz, and Pam Czarniak

Attendees Absent

Terri Sutherland

President Matthew Woelfle presided. Called to order at 4:16 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 July 23, 2024 meeting was approved. (S. Marsowicz; M.Muldowney)

Children's Room Report/Computer Lab Report

Children's room report submitted and reviewed by Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Unfinished Business

1. Outdoor Sign - Zoning Board approved unanimously granted with the provisions that this project goes to the city Planning Board. Planning Board approval was granted with opposition from two (2) members. NYS Construction Application has been submitted to CCLS for this project.
2. Resolution to amend Bylaws - Updated bylaws were accepted by S. Marsowicz; M. Muldowney. Approved by all present.

3. CCLS Program Options - The initiatives presented to the board earlier in the year ceased since no fishing poles have been delivered & communication from the Health Dept. stopped.
4. Trustee Oaths & Conflict of Interest Forms - Oaths have been filed and Conflict forms have been returned by all present to Jason.

New Business

1. Committee Reports- updates on the current building maintenance and construction (painting and carpeting in children/meeting rooms, plaster repairs by front entrance etc.) were provided by the committee members present. Also discussed was the recent employee engagement meeting. Pizza & drinks were provided to employees and volunteers during our recent book sale to thank them for all their hard work.
2. 2024-2025 Construction Grant - official reading of the application Assurances Form (already signed by President & submitted to CCLS) by President Matthew Woelfle. Accepted by S. Nickle; S. Marsowicz and approved by all present.
3. Concrete Pad Work - offer from Braidich Landscaping was accepted by M. Woelfle; S. Nickle and approved by all present to place pads for the remaining benches in front of the building each approximately 3 feet apart.
4. Discussion for additional Trustee candidates to fill the newly created seats on the Board. Few names were suggested and we will reach out to see if they have any interest and to provide a brief email to the Board on what they could bring to the position.
5. Ideas for the 120th Anniversary Open House were discussed. Matthew Woelfle offered to contact Scott Mekus, event coordinator for some suggestions & it was also recommended to postpone the event until after the holiday season and maybe make it in conjunction with presenting our building updates.
6. Library Policy Periodic Review/Update - a suggestion was made by Roberta to review and possibly adjust loaning policies. It was unanimously agreed on to adjust the maximum number of new books & other media to five (5) both in the adult and children's sections.
7. A suggestion was made to contact the Dunkirk Revitalization Committee to request updating outside with some different variety of bushes and plants once our electronic sign is in place to revamp the library's grounds.
8. Monthly Tasks - **August:** Annual fiscal report was due and to be filed by the auditor. **September:** Fire Extinguisher Inspection was completed on 09/10/24, annual boiler service will be scheduled and building insurance was renewed on 08/15/24,

October: CCLS annual meeting will be attended by Michele Q. and Sara M. and the tax levy will be requested after school taxes are completed.

Executive Session:

Called to order by Matthew Woelfle, president at 5:27 p.m. to discuss personnel payroll matters. Session concluded at 5:42 p.m.

Next meeting is scheduled for November 19, 2024.

S. Marsowicz & M. Muldowney motioned for the meeting to be adjourned at 5:44 p.m.

Respectfully submitted by,
Susan Nickle, Secretary