

# DUNKIRK PUBLIC LIBRARY

536 Central Avenue

## Minutes

May 27, 2025

### Attendees Present

Sara Marsowicz, Jason Hammond, Susan Nickle, Terri Sutherland, Matthew Woelfle, Stacy Korzenieski, Laurie Dolce, Mary Beth Muldowney and Pam Czarniak

President Matthew Woelfle presided. Called to order at 4:14 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 March 25, 2025 meeting were approved. (S. Marsowicz; M. Muldowney).

**Treasurer's Report:** Financials were submitted via email by Bev Sutton.

### Children's Room and/or Computer Lab Report

Email report submitted by Michele Quatroche. Reviewed by J. Hammond. Submitted and reviewed by Pam Czarniak

### Director's Report

Submitted and reviewed by Jason Hammond.

### Old Business

1. Annual Report to NYS: Waiting on response from Megan & Caroline at CCLS to review the 2023 numbers that were presented. The current theory is that NYS moved an item category to a different question so the tallies don't coincide with the 2024 numbers.

### New Business

1. The Committee Business Reports: Building Construction & Maintenance met on 05/15/25. Updates on window installations, exterior lighting, use of Chadwick Bay for small projects, landscaping with hopes of receiving CSX grant and updating of the elevator tech were presented. An updated budget for July,2025-June,2026 was presented by the Budget Committee. See below for further information. The Employee Engagement committee had nothing to report since the previous board meeting.

2. Trustee Vote: Resolution to appoint the 2025 Election Inspectors was read by M. Woelfle, President. Motion to accept S. Marsowicz; S. Korzenieski; approved by all in attendance.
3. Narcan Box: No further discussion was needed since the program is no longer in existence. There is currently a box behind the desk but it is expired. Suggestion to discard was made.
4. Lake Shore Paving: Approved \$638.00 fee to have the parking lot sealed and striped this summer since we skipped last year.
5. Rochester Science Museum Pass: \$64.00 per year ; users get a BOGO that would work as the Adventure Passes currently provided by CCLS. Discussion with the board proved an interest to provide this to our patrons but suggestion to advertise this opportunity to the public would be necessary for it to be a benefit.
6. 403b Investment Options: Details were presented by Joshua Loomis to J. Hammond and presented to the board. All approved to offer program to library employees who would have an interest. (Please note: there is no cost to the library to implement this service and there would be no library investment match.)
7. Flower Bed Quote: Greener Gardens proposes \$1,897.07 fee to replant the flower beds along the front of the building and replacement of the dead shrubbery. Approved by all in attendance but contingent to receiving the grant to proceed.
8. Window Coverings: Deborah Ferrer provided an estimate of \$21,543.99 for updating the upstairs window coverings; not including labor/installation. It was decided to table the discussion for new coverings until a determination can be made if the old coverings can still be used or the suggestion was made to try adhesive window blocker from Amazon in the interim.
9. Thanks and acknowledgements: Thank you cards from the board were sent to Revitalize Dunkirk for flower garden clean-up; Northern Chautauqua Conservation Club for prepping our fishing pole loan program and to Lenore Fieblekorn for her continued work in our gardens. Also noted that the annual donation letter to the local clubs will be sent at the beginning of November 2025.

10. Finances/Income: Reviewed proposed July 2025-June 2026 fiscal year budget. Motion to accept by T. Sutherland; M. Woelfle. All in attendance approved pending updated figures once Pam Czarniak's removal from library's medical insurance beginning in July 2025 because of Medicare coverage. The budget will be updated once the Budget Committee receives the actual amount of her insurance premium.

#### 11. Monthly Tasks

**April** -National Library Week

-Submit Election/Budget Legal Notice to the Observer  
(45 days before the vote & must run 4 times)

**May** -Board to pass resolution for election inspector & chief inspector/pole site coordinator.

-Board candidate petitions are due 30 days before the vote.  
(May 28th by 5 p.m.)

**June** -Application for absentee ballots must be received at least 7 days before the vote. Ballots will be mailed out 7 days prior to the vote.

-Hold vote. Absentee Ballots may be accepted until 5 p.m. on election day.

**After vote results are confirmed by the BoE, send email to Dunkirk City School District Business Manager confirming the Library Tax Levy. (Deb McAvoy [dmcavoy@g.dunkirkcsd.org](mailto:dmcavoy@g.dunkirkcsd.org))**

**Also, send results via certified mail to both the business office & Superintendent.**

The next meeting is scheduled for July 22, 2025.

M. Muldowney & S. Korzenieski motioned for the meeting to be adjourned at 5:20 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary