

**Minutes**

**July 22, 2025**

## **Attendees Present**

Sara Marsowicz, Jason Hammond, Susan Nickle, Stacy Korzenieski, Laurie Dolce, Mary Beth Muldowney and Michele Quatroche

## **Attendees Not Present (approved)**

Terri Sutherland and Matthew Woelfle

Vice president of Finance, Sara Marsowicz presided. Called to order at 4:15 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 27, 2025 meeting were approved. (S. Korzenieski; M. Muldowney).

Financials were submitted via email by Bev Sutton & reviewed by S. Marsowicz.

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

Email report submitted. . Reviewed by J. Hammond.

Submitted and reviewed by Michele Quatroche

## **Director's Report**

Submitted and reviewed by Jason Hammond.

## **Old Business**

1. Narcan Box - discussion continued to be tabled due to Board's questions in regards to maintenance, size of the box, who will place and what will happen if funding ceases. Jason will follow up and report response.

## **New Business**

1. Trustee Vote - Laurie Dolce, Stacy Korzenieski and Matthew Woelfle have each been elected to a three (3) year term which runs from 07-01-25 through 06-30-28. Oaths of Office must

also be signed/notarized by the three (3) trustees as well as the treasurer. It was noted that all trustees and the treasurer must renew and endorse the Conflict of Interest document.

2. DPL Annual Meeting - Election of Trustee officers for the 2025-2026 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, Laurie Dolce & Stacy Korzenieski - Trustees. (S. Korzenieski; L. Dolce) Beverly Sutton was reappointed as treasurer. (S. Nickle; M. Muldowney)
3. Thanks and Acknowledgements- A thank you with pictures has been emailed and posted to Instagram according to the John Henry Eldred Jr. Foundation guidelines in thanks for the Children Room furniture.
4. Finances/Income - A new fiscal year has begun.
5. Committee Business & Reports - Budget Committee: n/a Building Construction & Maintenance Committee met on 06-24-25 and an update was presented by S. Marsowicz. The Employee Engagement committee did not meet and requested updated information on what has been budgeted for recognition of library staff. Information will be provided to the committee by S. Marsowicz. It was also suggested a new committee be formed to aid in development and marketing for events, advertising library events/activities, and local social group donation requests; to name a few suggested ideas. It was suggested the committee would be represented by two (2) trustees, one (1) library staff member and library director.
6. Monthly Tasks
  - 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. **Waiting on lawyer's response to the tax levy collection issue.**
  - July** - New budget year begins.  
New trustees & treasurer complete Oath of Office; file in Mayville.  
All trustees and treasurer must sign an updated conflict of interest.  
Send audit info to JMA-Brooke is no longer with JMA; waiting to follow up with Denise.  
Email school business office to confirm tax levy.
  - August** - Annual fiscal report due to the State Comptroller; filed by the auditor.  
Contact Chautauqua Woods regarding the annual checkup of the front doors.

Final comments, to end our meeting on a “positive note”, were given by J. Hammond and M. Quatroche.

The next meeting is scheduled for September 23, 2025.

S. Korzenieski & M. Muldowney motioned for the meeting to be adjourned at 5:42 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary