

Dunkirk Public Library
536 Central Avenue
Dunkirk, NY 14048

Board Meeting Minutes
11/25/25

Attendance: Jason Hammond, Matthew Woelfle, Sara Marsowicz, MaryBeth Muldowney, Terri Sutherland, Laurie Dolce

Trustees Absent (Approved): Stacy Korzenieski, Susan Nickle

Trustees Absent (Unapproved): n/a

President Matthew Woelfle 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:

Approval of Prior Meeting Minutes (?? - need names)

Financial Report

- \$451 raised at recent book sale
- Casalle has made multiple visits to repair AC units; multiple attempts have been made to repair system, outflow pipes appear to be clogged
- Installation of the system was funded under a construction grant about 5 years ago
- No professional maintenance was recommended; filters are cleaned and replaced regularly
- Reached the final payment to the D&S grant - 10% from state still outstanding
- Currently about \$25,000 over original estimate for glass/window replacement
- CD rate drop of approximately .4%

Approval of Bill Payments and Budget Transfer

- No unexpected payments

Children's Room and Computer Lab Report

- Submitted and reviewed by Pam Czarniak

Director's Report

- Submitted and reviewed by Jason Hammond.

New Business

- Staff/Patron Questions and Suggestions:

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- New city resident raised concerns about tables for patrons. States some are not ergonomic. Suggested that the board work with the local high school shop class or vocational class to assist with developing a more ergonomic design. Suggested if schools were unable to help, maybe another city agency could help. He particularly identified the higher profile tables as being of concern. He identified that bathrooms need updating and need a lock installed. He also noted that the building doors don't close well. He states he is a retired engineer with maintenance experience and would be interested in assisting.
- Roberta and Cindy (staff) discussed staff payroll and holiday time. They stated that part-time staff used to be paid 4 hours of holiday pay, now they receive nothing. With the Christmas and New Years holidays falling as they do this year some staff are losing between 16 and 24 hours of pay. Some suggestions were partial holiday pay, potentially a floating holiday, or staff using accruals to cover holiday closings. The question was asked if there were any changes to the PTO amounts when holiday pay was discontinued; at this time unknown. Change to PTO was made over 12 years ago. Staff can use personal or vacation time but don't feel they should have to. Review of PTO; staff receive 4 hours of personal time per year, vacation time used to be accrued after 10 years, now accruals start after 1 year. This year is particularly bad because of the holidays falling mid-week two weeks in a row.
- Food drive occurring through December 22. Clarified that this was for the snack and meal starter spindle near the circulation desk.
- Audit Review: No concerns noted. Library needs a new fixed asset list
- Staff Holiday Party:
 - Board lunch for staff will be 12/17 or 12/18, depending on staff preference
 - Jason to follow up with staff and discuss options
 - Christmas gift ideas for staff
 - Gift cards may count as taxable income if given yearly
 - Potential food gifts for staff (turkey, ham, shrimp, etc)
 - 14 staff

Committee Updates

- Budget Committee - no update
- Maintenance and Construction Committee - no update
- Employee Engagement - discussions of holiday party/gift ideas

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- Marketing and Community Outreach - letters to local clubs requesting donations, focusing on furniture updates for the coming year. Items not funded by tax dollars.

Library Policy Periodic Review

- Need to finalize update to part-time staff vacation calculation; need Stacy's input (absent).
- Possibly adding a years of service modifier

Thanks and Acknowledgements

- Card to Carol Ricker for flagpole garden restoration - done
- Thank you to Carnegie Corporation for grant award- done

Finance/Income

- CCLS request for Libby e-book fund
- 4500 budget line

Executive Session

Executive Session ended

No further business, meeting adjourned at ?? need time