

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk NY 14048

Minutes

January 27, 2026

Attendees Present

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

Attendees Not Present (approved)

Terri Sutherland

Vice President of Finance, Sara Marsowicz called the meeting to order at 4:21pm
President Matthew Woelfle assumed the meeting on his arrival.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: Minutes of the November 25, 2025 meeting were approved. (S. Marsowicz; M. Muldowney).

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

Approval of Bill Payments & Budget Transfers

Approval for recurring bill payments-S. Marsowicz; S. Korzenieski & approval of all board members present.

Children's Room and/or Computer Lab Report

Email report submitted.

Submitted and reviewed by Michele Quatroche

Director's Report

Submitted and reviewed by Jason Hammond.

Unfinished Business

Part-time staff holiday pay and vacation calculations.

New Business

1. Committee Business and Reports - Budget, Building & Maintenance, & Employee Enrichment committees did not meet. Marketing & Community Outreach mailed yearly letters of donations to the local organizations & presented the request of a local Girl Scout troop for the possibility of an overnight stay at the library and to work on service projects at the library. Follow up with our insurance carrier to determine liability will be done.
2. Finances/Income - Monthly discussion & budget planning - Begin 2026-27 budget.
3. Library Policy Periodic Review/Update - See unfinished business
4. Thanks & Acknowledgments - Thank you cards were sent to Dunkirk Exempt Vol. Fireman's Association and to the Kosciuszko Club for their monetary donations. A book donation will be made to thank the late Erica Carlson for the staff lunch & teen pizza party she provided, & thanks to the Employee Engagement Committee for the annual staff Christmas party.
5. Remaining 2026 Trustee Meeting Dates were set as followed: 03/24/26; 05/26/26; 08/04/26; 09/22/26 & 11/24/26.
6. Long Term Plan - Previous plan was provided and will be reviewed by board and a discussion for any revisions will be made at the 03/24/26 meeting.
7. Construction Grant - Discussion on the placement of the electronic sign in front of the library was discussed/tabled until updates on the project can be provided.
8. A request for a meeting between staff and board was presented by Alison. Date to be determined.
9. Board Terms - Mary Beth Muldowney and Terri Sutherland's terms will expire in June 2026. Continued board recruitment discussed.
10. Approval of a \$6.00 penalty for moving CD balance to another savings product at Lake Shore Bank was motioned/seconded by S. Nickle; S. Marsowicz and approved by all board members present.
11. Monthly Tasks:
 - December** - Finish & post Annual Report to the community and renew the Treasurer Bond.

 - January** - Begin work on next fiscal year's budget; Pre-Approve repeat bills and Long Term plan to be reviewed/updated.

 - February** - NYS Annual Report due to CCLS (deadline extended in 2026), Treasure to calculate tax cap & set date for election and budget vote.

The next meeting is scheduled for March 24, 2026.

M. Muldowney & S. Korzenieski motioned for the meeting to be adjourned at 5:45 p.m.

Respectfully submitted by,
Susan Nickle, Secretary