

## Dunkirk Public Library Board Meeting Agenda

April 17th, 2026

*The mission of our library is to provide unrestricted access to informational resources and services that advance lifelong learning, promote the acquisition of knowledge, encourage cultural enrichment, and provide strength to the Dunkirk community.*

### Attendance to Determine Quorum

### Approval of Prior Meeting Minutes - Secretary

- March 24<sup>th</sup>, 2026

### Financial Report - N/A

### Approval of Bill Payments & Budget Transfers

### Children's Room and/or Computer Lab Report - N/A

### Director's Report - N/A

### Unfinished Business

1. Staff Bereavement Leave - Review in May.
2. Long-Term Plan - Review and revise - ongoing.
3. Overnight Library Events - ShelterPoint said no.

### New Business

1. Committee Business and Reports:
  - Budget Committee - Share 2026-2027 budget proposal.
  - Building Construction & Maintenance
  - Employee Engagement - Plans for Pam?
  - Marketing & Community Outreach
2. Library Policy Periodic Review/Update - none today.
3. Thanks and Acknowledgments - none today.
4. Finances/Income - Monthly discussion & budget planning.
  - Follow process in part 5 below.
5. 2026 Trustee & Budget Vote:
  - Pass resolution to override the tax cap.
  - Vote on proposed 2026-2027 budget.
  - Pass tax increase resolution.
  - Pass Trustee Election resolution.
  - Post Legal Notice in the Observer (edit time in last paragraph?)
6. NYS Annual Report - Submitted on 4/16/26. Board must review and accept per question 12.41.
7. Search for New Children's Program Coordinator - Review candidate applications.

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8. Call for Executive Session if needed. –NO–

9. Celebrate

10. Monthly Tasks:

March

Board Establishes resolutions to:

- Override the tax cap (if applicable).
- Call trustee election.
- Approve budget increase (if applicable).

April

- National Library Week.
- Submit Election/Budget Legal Notice to Observer.
  - Must begin forty-five days before the vote.
  - Must run four times.

May

- Board to pass resolution for election inspector and chief inspector/poll site coordinator.
- Board candidate petitions are **due 30 days before** the vote.

**DUNKIRK PUBLIC LIBRARY**

**536 Central Avenue**

**Dunkirk NY 14048**

Minutes

March 24, 2026

**Attendees Present**

Sara Marsowicz, Jason Hammond, Susan Nickle, Stacy Korzenieski, Matthew Woelfle, Terri Sutherland, Pam Czarniak, Michele Quatroche and Roberta Jones.

**Attendees Not Present (approved)**

Mary Beth Muldowney and Laurie Dolce

*President Matthew Woelfle called the meeting to order at 4:14 pm.*

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

RESOLVED: Minutes of the January 27, 2026 meeting were approved. (S. Marsowicz; S. Korzenieski).

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

**Public Comments**

N/A

**Approval of Bill Payments & Budget Transfers**

N/A

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

Submitted and reviewed by Pam Czarniak

Submitted via email by Michele Quatroche

**Director's Report**

Submitted and reviewed by Jason Hammond.

**Unfinished Business**

1. Part-time staff holiday pay , vacation calculations & bereavement discussion continued. It was determined that paid time off days must be used for the PT staff to be paid for holidays that they would miss due to holiday falling on scheduled work day. Also, 2027 vacation will be calculated per schedule provided by S. Korzenieski and further investigation on bereavement management will be researched on how other libraries in our system are treated.
2. Long Term plan - Review & revise.
3. Follow up on Girl Scout sleepover at the library.

**New Business**

1. Committee Business and Reports - Employee Enrichment, Budget & Marketing/Community Outreach committees did not meet. A meeting with the

Building Construction & Maintenance committee was held on 02/10/26; S. Marsowicz reported. Note: Budget Committee has scheduled a meeting on 04/07/26.

2. Finances/Income - Monthly discussion & budget planning - Continuation of 2026-27 budget.
3. Library Policy Periodic Review/Update - Inclement Weather Policy was presented and updated to remove the statement of library closing coinciding with Dunkirk City School closing. (S. Marsowicz; M. Woelfle and approved by all in attendance)
4. Thanks & Acknowledgments - Thank you cards were sent to Dunkirk Exempt Vol. Fireman's Association for their additional \$500 donation and to Cynthia Sheedy for her \$5,000 donation, which a request was made by the donor to use a portion of the money in the Children's Room.
5. 2026 Trustee Election and Budget vote date was set for 06/16/26. Resolution to override the tax cap has not yet been provided by our lawyer and budget increase will be discussed after Budget Committee has met in April with their recommendations.
6. Staff Retirement - Letter of Resignation was presented by Pam Czarniak.
7. Search for New Children's Program Coordinator, due to upcoming staff retirement, committee was formed. Meeting will be held at 4 p.m. on Thursday, March 26, 2026 to confabulate.
8. Celebrate - Pam's upcoming retirement after 25 years of service and also the addition of Jonathan Chen, our college intern.

### **Monthly Tasks:**

*February* - NYS Annual Report due to CCLS (deadline extended for 2026);  
Set date for election & budget vote; Treasurer to calculate tax cap.

*March* - Board to establish resolution to override the tax cap; call  
Trustee election and approve budget increase (if applicable).

*April* - National Library Week and submit election/budget to the Observer 's  
Legal Notice 45 days before the vote (it must run four (4) times).

Next meeting is scheduled for May 26, 2026.

T. Sutherland and S. Nickle motioned for the meeting to be adjourned at 5:29 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary

**NOMINATING PETITION - DUNKIRK PUBLIC LIBRARY  
MEMBER OF THE BOARD OF TRUSTEES**

TO THE DIRECTOR OF THE DUNKIRK PUBLIC LIBRARY:

I, the undersigned, do hereby state that I am a duly qualified voter of the Dunkirk City School District, that I am entitled to vote therein, that my present place of residence is truly stated opposite my signature hereto, I intend to support at the ensuing special district meeting, and I do hereby nominate the following named person as a candidate for the public office of member of the board of trustees of the Dunkirk Public Library (any one of two vacancies, for a three-year term), to be voted for at the June 16, 2026 special district meeting:

Name of Candidate	Public Office	Place of Residence
	<b>MEMBER OF THE BOARD OF TRUSTEES OF THE DUNKIRK PUBLIC LIBRARY (for a three-year term)</b>	

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

#	Date	Name (Print)	Signature	Residence
1				
2				
3				
4				
5				
6				
7				
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10				
11				
12				
13				
14				

**STATEMENT OF WITNESS**

I, \_\_\_\_\_ (Name of Witness) state that I am a duly qualified voter of the Dunkirk City School District in the State of New York and now reside in the (City, Town or Village) of \_\_\_\_\_, New York, at \_\_\_\_\_ (Address). I was last registered for the general election in the year 2025 in the County of Chautauqua, New York. I know each of the voters whose names are subscribed to this petition sheet containing \_\_\_\_\_ signatures, and each of them subscribed the same in my presence and upon so subscribing declared to me that the foregoing statement, made and subscribed by him/her, was true.

Date \_\_\_\_\_ Signature of Witness \_\_\_\_\_

## **REQUIREMENTS AND PROCEDURES FOR NOMINATION AS A TRUSTEE OF THE DUNKIRK PUBLIC LIBRARY**

On June 16, 2026, voters of the Dunkirk City School District will vote to elect two individuals to fill seats on the Board of Trustees of the Dunkirk Public Library. The persons elected to the Trustee seats as part of the June 2026 election will serve a term commencing on July 1, 2026 and ending June 30, 2029.

**A qualified voter (see below) who is interested in having his or her name placed on the ballot as a candidate for a seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 qualified voters in the Dunkirk City School District to the Director of the Dunkirk Public Library, not later than 5:00 p.m. on May 27, 2026.**

***Q: Who may be nominated as a candidate for election as Member of the Board of Trustees of the Library?***

***A:*** Any person at least 18 years old who is a U.S. citizen, is a resident of the Dunkirk City School District, and who is not otherwise disqualified from voting under Election Law § 5-106 (a “qualified voter”).

***Q: How many voter signatures will be required for the petitions of the candidates for the Library’s Board of Trustees?***

***A:*** The Director will require each person seeking to be nominated for a position on the Library’s Board of Trustees to collect a minimum of 25 valid signatures of eligible voters on his or her nominating petition. Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

***Q: Who may sign a petition?***

***A:*** A petition may be signed by any qualified voter.

***Q: Who may collect signatures on a nominating petition?***

***A:*** Signatures may be collected by any qualified voter.

***Q: What form is used to collect petition signatures?***

***A:*** A form Nominating Petition is available at the Dunkirk Public Library. Candidates may use more than one form to secure all of the required signatures. Photocopies of the form may be used to collect signatures, but all of the signatures contained on the Nominating Petition filed with the Library’s Director must be originals.

***Q: May signatures be collected inside the Library building?***

**A:** Signatures on the petitions should not be collected inside the library building. Signatures may be collected outside of the Library building and at other places in the community.

***Q: When are the nominating petitions for candidates for the Board of Trustees due to the Director of the Dunkirk Public Library?***

**A:** The Trustee nominating petitions must be filed with the Director of the Dunkirk Public Library not later than **5:00 p.m. on May 27, 2026.**

***Q: How should the Nominating Petition form be filled-out?***

**A:** Candidates and persons collecting signatures on their behalf should be aware that strict compliance with the law is required in the execution of Nominating Petitions. Accordingly, it is extremely important that nominating petitions are filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name and residential address.

Signatures are collected in the table in the center of the form and may only be collected in the presence of the witness. The signatures are collected by having the signer enter the date of signature, the signer's full name (in printing), the signer's signature, and the signer's current residential address (which must be located within the Dunkirk City School District). Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Library Director. The candidate should retain a copy of the Nominating Petition for his or her own records.

**LEGAL NOTICE SPECIAL DISTRICT  
MEETING FOR THE DUNKIRK PUBLIC LIBRARY  
CITY OF DUNKIRK, CHAUTAUQUA COUNTY**

**NOTICE IS HEREBY GIVEN** that a Special District Meeting of the qualified voters of Dunkirk City School District (the “District”), Chautauqua County, New York, will be held on **Tuesday, June 16, 2026, from 12:00 o’clock P.M. prevailing time to 9:00 o’clock P.M. prevailing time** for the purposes of electing two (2) Trustees of the Dunkirk Public Library, voting on the following proposition:

Shall the sum of \$469,163 be raised by annual levy of a tax upon the taxable real property within the Dunkirk City School District for the purpose of funding the operating budget of the Dunkirk Public Library?

and transacting such other business as is authorized by law. Said Special District Meeting will be held at the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York.

**AND FURTHER NOTICE IS HEREBY GIVEN** that the election shall be held to elect two (2) members of the Board of Trustees of the Dunkirk Public Library to fill terms of three (3) years each, commencing July 1, 2026 and expiring June 30, 2029, to fill a vacancy created by the expiration of the term of incumbent Trustees Terri Sutherland and Marybeth Muldowney.

**AND FURTHER NOTICE IS HEREBY GIVEN** that for the purpose of voting at such special district meeting on June 16, 2026, the polls will be open between the hours of 12:00 o’clock P.M. prevailing time to 9:00 o’clock P.M. prevailing time, and voting will be held in the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York.

**AND FURTHER NOTICE IS HEREBY GIVEN** that petitions nominating candidates for the office of Trustee of the Dunkirk Public Library shall be filed with the Director of the Library at his office in the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York, not later than **May 27, 2026, between 10:00 o’clock A.M. prevailing time and 5:00 o’clock P.M. prevailing time**. Vacancies on the library board are not considered separate, specific offices, and the nominating petitions, therefore, shall not describe any specific vacancies upon the library board for which the candidate is nominated. Nominating petitions, must be directed to the Director of the Library, must be signed by at least twenty-five (25) qualified voters of the District, must state the name and residence of each signer, and must state the name and residence of the candidate.

**AND FURTHER NOTICE IS HEREBY GIVEN**, that personal registration of voters is required either pursuant to Section 2014 of the Education Law or pursuant to Article 5 of the Election Law. If a voter is heretofore registered pursuant to Section 2014 of the Education Law and has voted at any annual or special district meeting within the past four years, such voter is eligible to vote at this election; if a voter is registered and eligible to vote pursuant to Article 5 of the Election Law, such voter is eligible to vote at this election. All other persons who wish to vote must register with the Clerk of the District or the Chautauqua County Board of Elections.

**AND FURTHER NOTICE IS HEREBY GIVEN** that pursuant to the provisions of Education Law § 2018-a, applications for absentee ballots for purposes of election voting will be obtainable

during library business hours from the Library Director beginning May 18, 2026. Completed applications must be received by the Library Director at least seven (7) days before the Special District Meeting if the ballot is to be mailed to the voter, or the day before the Special District Meeting if the ballot is to be delivered personally to the voter. Absentee ballots must be received by the Library Director not later than 5:00 o'clock P.M. prevailing time on June 16, 2026. A list of persons to whom absentee ballots are issued will be available for inspection to qualified voters of the District in the Library on and after June 9, 2026, during Library business hours on days prior to the day set for the Special District Meeting and on June 16, 2026, the day set for the Special District Meeting. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his/her challenge and the reasons therefore known to the inspectors of Election before the close of the polls.

**AND FURTHER NOTICE IS HEREBY GIVEN** that military voters who are qualified voters of the School District may apply for a Military Ballot by requesting an application from the Library Director at (716) 366-2511 and [director@dunkirklibrary.org](mailto:director@dunkirklibrary.org). For a military voter to be issued a Military Ballot, the Library Director must have received a valid ballot application no later than 5:00 p.m. on June 1, 2026. Military voters who are not currently registered to vote may apply to register as a qualified voter by filling out a Military Voter Registration Application, which can also be obtained by requesting an application from District Clerk of the Dunkirk City School District. Military Voter Registration Applications must be received by the District Clerk no later than 5:00 p.m. on June 1, 2026. Military voters may indicate a preference for receiving a military voter registration application, military ballot application, or military ballot by mail, fax, or e-mail in their request for such registration, ballot application, or ballot. The Library will transmit Military Ballots to military voters no later than June 2, 2026. Completed Military Ballots must be received by the Library by 5:00 p.m. on June 16, 2026 in order to be counted.

**AND FURTHER NOTICE IS HEREBY GIVEN** that in accordance with Section 2018-e of the N.Y. Education Law, applications for EARLY MAIL BALLOTS may be applied for at the office of the Library Director. Such applications must be received by the Library Director at least seven (7) days before the Special Meeting if the Early Mail Ballot is to be mailed to the voter (Tuesday, June 9, 2026) OR the day before the Special Meeting (Monday, June 15, 2026), if the ballot is to be picked up personally by the voter or their authorized agent. Early Mail Ballots must be received in the Library not later than 5:00 P.M. on the day of the Special Meeting. A list of all persons to whom Early Mail Ballots shall have been issued will be available for public inspection during regular office hours of 10:00 a.m. and 7:00 p.m. prevailing time, in the Library on each of the five days prior to the day of the Special Meeting, except Sunday, and will also be available at the polling place at the Special Meeting. Any qualified voter may, upon examination of such list, file a written challenge of the qualifications as a voter of any person whose name appears on such list, stating the reasons for such challenge.

Dunkirk, New York  
April 17, 2026

BY ORDER OF THE BOARD OF TRUSTEES  
OF THE DUNKIRK PUBLIC LIBRARY  
Susan Nickle, Secretary of the Board of Trustees

PLEASE PUBLISH ON: \_\_\_\_\_

**RESOLUTION**

**DUNKIRK PUBLIC LIBRARY - BOARD OF TRUSTEES**

At a duly called meeting of the Board of Trustees of the Dunkirk Public Library held on April 17, 2026 upon a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, it was

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Dunkirk Public Library overrides, for the purpose of the Dunkirk Public Library 2026-2027 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

Dated: April 17, 2026

\_\_\_\_\_  
Susan Nickle, Secretary

Vote: \_\_\_ In Favor  
      \_\_\_ Opposed  
      \_\_\_ Abstentions

DUNKIRK PUBLIC LIBRARY  
BOARD OF TRUSTEES

**RESOLUTION**

At a duly called meeting of the Board of Trustees of the Albany Public Library held on April 17, 2026, upon a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, it was

RESOLVED that, pursuant to Sections 259 and 260 of the Education Law, the Board of Trustees of the Dunkirk Public Library will submit the following question to the voters at the annual meeting of the Dunkirk City School District to be held on June 16, 2026:

Shall the sum of \$469,163 be raised by annual levy of a tax upon the taxable real property within the Dunkirk City School District for the purpose of funding the operating budget of the Dunkirk Public Library?

YES \_\_\_\_\_

NO \_\_\_\_\_

Dated: April 17, 2026

\_\_\_\_\_  
Susan Nickle, Secretary

Vote: \_\_\_ In Favor  
      \_\_\_ Opposed  
      \_\_\_ Abstentions

**RESOLUTION**

**DUNKIRK PUBLIC LIBRARY - BOARD OF TRUSTEES**

At a duly called meeting of the Board of Trustees of the Dunkirk Public Library held on April 17, 2026 upon a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, it was

RESOLVED, that in accordance with Education Law § 260, the Board of Trustees calls special district meeting of the voters of the Dunkirk City School District for the purpose of electing two Trustees for three-year terms to fill the vacancy created by the expiration of the term of incumbent Trustees Terri Sutherland Marybeth Muldowney, and it is further

RESOLVED, that the election will be held on June 16, 2026 from the hours of 12:00 p.m. to 9:00 p.m. at the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York, and it is further

RESOLVED, that the Library Director, with the assistance of the Library’s counsel, is authorized and directed to circulate nominating petitions, create and distribute absentee ballot applications, create and distribute early mail ballot applications, post notice of the election, accept filed nominating petitions, print ballots, and comply with the legal notice publication requirements of law in order to hold the election as scheduled herein, and it is further

RESOLVED that, the Board of Trustees authorizes the Library Director to incur costs necessary to conduct the election, including but not limited to printing, postage, publication fees, inspector fees, technician fees, polling place rent, supplies, and professional services which shall be paid by the Library upon presentation to the Board of Trustees of authenticated vouchers in accordance with its usual and customary payment procedures.

Dated: April 17, 2026

\_\_\_\_\_

Susan Nickle, Secretary

Vote:  In Favor  
 Opposed  
 Abstention