

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