

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes

December 17, 2018

Present: Nancy Tuggle, Jim Palmatier, Marcie Lukach, Lynn Hoth, Pam Czarniak and Janice Dekoff

Also Present: Nancy Renckens

Absent:

Mrs. Lukach presided. Called to order at 4:02 p.m.

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

RESOLVED: That the secretary's minutes for November 2018 be approved. (J Palmatier, L Hoth)

RESOLVED: That the financial reports for November 2018 be approved. (L Hoth, J Palmatier)

RESOLVED: Approval of bills for December 2018. (J Palmatier, N Tuggle)

Children's Room Report was submitted by Pam Czarniak. Key points include:

- The Children's Room is receiving a \$300 grant through the Northern Chautauqua Community Foundation received from the Athenex Project Holiday Fundraiser. Pam learned about the grant from Diane Hannum (NCCF). The funds were used to purchase 120 books from Scholastic (resulting in another 40 free books) A day will be planned to give them to area children.
- The Christmas Craft Day on December 15 was a big success. Lisa Forbes brought volunteers from her Fredonia school group who helped with crafts, serving cookies and punch to approximately 150 patrons who also enjoyed watching Christmas cartoon movies.
- Saturday, December 22, was the day set for the Christmas Cookie Decorating activity.

Janice Dekoff presented the Director's Report. Key points include:

- Janice Dekoff was offered and accepted the position of Executive Director of the Chautauqua Cattaraugus Library System. Her last day at the Dunkirk Public Library is anticipated to be January 9, 2019.
- Janice has been working on a set of documents to assist the new director and interim supervisor manage the library.
- The DPL book club met on December 6. There were 6 attendees. Roberta and Cindy will continue the DPL book club once Janice has moved to her new position. The next meeting is set for January 3.
- Nancy Renckens and Deborah Rozumalski were invited to attend the December board meeting to discuss their interest in joining the board to fill the seat vacated by Lisa Forbes.
- Janice has scheduled a meeting with Rebecca Farwell, Principal of the Dunkirk Middle School on December 19 to discuss ways the school and library can work together to improve behavior of students while they are in the library.

Under Old Business:

- New Trustee – Nancy Renckens attended the meeting and was asked and answered questions for the board members regarding her interest in joining the board and her qualifications. After Nancy Renckens left the meeting, Nancy Tuggle made a motion to accept Nancy Renckens as a board member. Jim Palmatier seconded the motion. All were in favor. Marcie Lukach will contact Nancy and let her know that she is

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now a member of the board.

New Business:

- Hiring new library director—Janice to provide advertising copy for the position to various sources for the board of directors; date set of January 18, 2019 as deadline for accepting resumes from interested parties. Janice will provide us with civil service requirements and forward any resumes to us via email, a proposed starting salary of \$45,000 was agreed upon.
- Treasurer—Janice to provide us with civil service requirements for this position. L Hoth brought the board's attention to a candidate who was interested in the position. This position will require that the person hired will need to be bonded.
- Personnel Policy—
- Budget—with a new library director it may be wise to keep budget very similar to current year until the director gets a chance to become comfortable in the new position
- 2019 Vote—with a new director, it may be wise to keep the vote only for trustees, and not on increasing the budget—will be addressed further when the budget for the coming year is approved

J Palmatier and N Tuggle motioned for the meeting to be adjourned at 5:20.

Respectfully submitted,
Lynn Hoth, Secretary