

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
November 27, 2018

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

Mrs. Lukach presided. Called to order at 4:05 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 October 2018 be approved. (J Palmatier, N Tuggle)

RESOLVED: That the financial reports for October 2018 be approved. (N Tuggle, J Palmatier)

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

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

- Both the number of events and patrons increased in October 2018 compared to October 2017 from 11 events in 2017 to 16 events and 2018 and from 115 patrons in October 2017 to 240 patrons in 2018;
- "Trick or Treat for Books" was extremely successful with 125 patrons attending. Children received books and participated in crafts;
- The Thanksgiving Turkey Craft had 36 patrons attend and Riley Smith Mallen, local boy scout, assisted with the craft;
- A cookie decorating day is scheduled from 11-12 on December 22 and has completely filled up;
- Sarah Munson, new Children's Room Clerk, is doing a nice job. We have received several patrons complements on how personable she is

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

- The DPL book club was attended by 12 people on November 1;
- Janice Dekoff attended the Civil Service training seminar October 25;
- Koha, the new integrated library system (ILS), went live on October 29. The old service has been taken offline. Staff and patrons are adjusting well. CCLS has been keeping us up to date with changes and solutions to problems as they come up;
- Janice attended the annual NYS Library Association conference in Rochester. She attended a certification course called Mental Health First Aid;
- Letters and surveys of interest were sent to and received from Nancy Renckens and Deborah Rozumalski for the vacant position on the library board until the next election;
- The ongoing issue on teens and tweens was again discussed. Janice has reached out to the Dunkirk Police Chief, who has agreed to a greater presence in the area of the library around the time these patrons are using the library. Janice has also scheduled a meeting with the middle school principal and guidance officer to discuss the challenges.

Under Old Business:

- Elevator Contract—Lynn Hoth proposed that the bid from Schindler for \$1,788 be accepted for the coming year. This proposal was seconded by Nancy Tuggle. It is understood that there will be yearly increases as in the past over the term of the contract, which runs from January 2019 through January 2024.
- It was agreed to invite Deborah Rozumalski and Nancy Renckens to the December 18 meeting.

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- A thank you card was sent to Lisa Forbes.

New Business

- Architectural Proposal – Jim Palmatier approved a proposal to provide architectural and engineering services for the exterior steps and door replacement at a fixed cost of \$3,650. Additional services will be provided at \$95/hour. This proposal was seconded by Lynn Hoth

J Palmatier and N Tuggle motioned for the meeting to be adjourned at 4:50.

Respectfully submitted,
Lynn Hoth, Secretary