

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, New York 14048

Minutes
October 23, 2018

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

Mrs. Lukach presided. Called to order at 4:08 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 September 2018 be approved. (J Palmatier, N Tuggle)

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

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

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

- October saw an increase in Story Time attendance;
- Pam Czarniak has taken over the Drawing Club that Finley started;
- Scheduling of activities through the end of December has been completed and a flyer has been made; the information was made available to the Observer and Pennysaver and is available on the library's website;
- October 27th is scheduled for "trick or treat for books" with books leftover from the Collar General Grant being distributed;
- A Dunkirk Library gift basket was prepared and donated to the Anna Donisi fundraiser with Dollar General Books;
- Upcoming events include a Thanksgiving Craft, Christmas Craft, Christmas cookie decorating, and a craft available during the holiday vacation from school.

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

- The DPL book club was attended by 12 people on October 4;
- Sarah Munson joined the staff to replace Paige "Finley" Gelsimino as library clerk;
- Koha, the new circulation software, was available for training and the staff was encouraged to practice on this software;
- Janice Dekoff is obtaining quotes for the elevator service contract;
- Janice Dekoff met with David Walter, Architect, to discuss the front entrance project. David has suggestions on contractors who will be able to produce historically accurate doors. David will supply us with a bid for his services;
- Janice Dekoff met with Julie LaGrow from Literacy Volunteers of America. They discussed what materials the library should purchase for the literacy kits that are being funded by the CCLS Outreach Grant (\$1,000) and \$500 from the library;
- Janice Dekoff attended the CCLS Annual meeting at ST. Bonaventure on October 10 and spoke on a panel to library trustees interested in learning about sustainable funding.

Under Old Business:

- Elevator Contract—our current contract expires in early January 2019. Janice has obtained two quotes and

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is expecting a third quote

- Audit Review—it was decided to stay with our current accounting firm for the coming year
- Circulation Policy—since we removed fines and fees, we revisited the Circulation Policy, and a motion was made by J Palmatier and seconded by N Tuggle to accept the revisions in the policy

New Business

- Sexual Harassment Policy – N Tuggle made a motion to accept the policy provided to us by Janice Dekoff with J Palmatier seconding. All were in favor of adopting this important policy.
- Trustee replacement for Lisa Forbes—both Nancy Renckens and Deb Rozamalski have expressed an interest in joining the Library as a trustee. They will both be sent a letter and invited to attend the next meeting.
- J Palmatier asked that a thank you card be sent to Lisa Forbes from the Board of Trustees thanking her for her service.

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

Respectfully submitted,
Lynn Hoth, Secretary