DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk NY 14048

Minutes
May 26, 2026

Attendees Present

Jason Hammond, Susan Nickle, Stacy Korzenieski, Matthew Woelfle, Michele Quatroche, Terri Sutherland and Sara Marsowicz

Attendees Not Present (approved)

Laurie Dolce and Mary Beth Muldowney

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 April 17, 2026 meeting were approved. (T. Sutherland; M. Woelfle).

Financial Report

Treasurer's notes were presented via email from B. Sutton. Reviewed by S. Marsowicz

Public Comments

N/A

Approval of Bill Payments & Budget Transfers

N/A

Children's Room and/or Computer Lab Report

Both reported on by M. Quatroche

Director's Report

Submitted and reported by J. Hammond

Unfinished Business

1. Staff Bereavement Leave - Compared practices of other CCLS members and discussed. Final updates will be reviewed and approved at the next meeting.
2. Long Term plan - Reviewed suggested updates. Discussion/updates will be discussed at the next meeting.

3. 2026 Trustee & Budget Vote: Petitions are due by 5 p.m. on 05/27/26. One individual did submit half the number of required signatures. Also, approval of Election Inspectors- 4 members approved, 0 members not approved and 1 member abstained.
4. New Children's Program Coordinator: Interviews began on 04/21/26. Alison Polisoto was hired to fill the vacant position beginning on 05/11/26.

New Business

1. Committee Business and Reports:
   -Employee Enrichment, Building Construction/Maintenance & Marketing/Community Outreach and Budget committees did not meet.
   -The hiring committee met on 04/21/26 to begin the process of filling the Children's Program Coordinator position.
2. Finances/Income - NCCF Grant-$1,120 grant was received for the purchase of an AED and cabinet. Total purchase price was $1,349.00. Both items have been received but placement for items are undecided. Also, Ralph C. Wilson Grant in the amount of $21,638 was received/deposited. Funds will be used to upgrade our community spaces (reading room, meeting room, & computing center) with new furniture & computer hardware. This grant will be combined with the Carnegie grant and local donations to complete the purchases. Furniture has been ordered & computer specs are being revised.
3. Library Policy Periodic Review/Update - Edits to Inclement Weather Policy discussed at a previous meeting were approved. (S. Marsowicz; M. Woelfle Approved by all members present)
4. Thanks & Acknowledgments - Thanks given to the Employee Engagement Committee for Pam's retirement luncheon and a note of thanks to the board was received from Pam. Also mentioned was thanks to Mary Beth Muldowney and Terri Sutherland for their service while members of the board. Both members' terms will end June 30, 2026.
5. Summer Hours - The library will be closed on Saturdays between Memorial Day and Labor Day. Option for salaried staff to leave at 3 p.m. on Fridays during the summer hour period if all responsibilities/tasks are completed.
6. Cintas Quote - Evaluate and compare to Eaton pricing and current usage. M. Woelfle will contact a third party to present comparisons of pricing at the next meeting.
7. Parking Lot Sealing - unanimously agreed by board to skip this year.
8. Water Fountain Update - OK to update and replace current fountain as long as this takes place by the end of the June, 2026 (current budget year)
9. Celebrate - Thanks for service to M. Muldowney and T. Sutherland; receiving the many grants to do upgrades within the library and excitement for getting the new furniture in place in our meeting rooms shortly.

10. Monthly Tasks:
    April - National Library Week and submit election/budget to the Observer 's Legal Notice 45 days before the vote and it must run four (4) times as well.
    May - Board to pass resolution for election inspector & chief inspector/poll site coordinator and Board Candidate petitions due 30 days prior to vote.
    June - Applications for absentee ballots must be received at least 7 days before the vote; Absentee ballots will be mailed out 7 days prior to vote; Absentee ballots may be accepted until 5 p.m. on election day; Hold vote, **After vote results are confirmed by BOE, send an email to Dunkirk City School District Business Manager confirming the Library Tax Levy (Deb McAvoy & send results via certified letter to both the Business Office and Superintendent)**, Submit new election report to NYS and share the results of the vote to the newspaper.

Next meeting is scheduled for August 4, 2026.

S. Korzenieski and T. Sutherland motioned for the meeting to be adjourned at 5:28 p.m.

Respectfully submitted by,
Susan Nickle, Secretary