

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

August 4, 2026

Fiscal Year Organization Meeting

Attendees Present

Jason Hammond, Susan Nickle, Stacy Korzenieski, Matthew Woelfle, Michele Quatroche, Sara Marsowicz, Norman Green, Truman Bradley, Laurie Dolce, and Alison Polisoto.

Attendees Not Present (approved)

N/A

President Matthew Woelfle called the meeting to order at 4:13 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 May 26, 2026 meeting were approved. (S. Marsowicz; S. Korzenieski)

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

Submitted via email and reported by A. Polisoto

Director's Report

Submitted and reported by J. Hammond

Unfinished Business

1. Staff Bereavement Leave - Upon comparing practices of other CCLS members and board discussion, final updates to the policies were approved. (S. Korzenieski, M. Woelfle) Approval-7; Nay-0
2. Long Term plan - Updates from previous meetings were approved. (S. Marsowicz; S. Nickle) Approval-7; Nay-0

New Business

1. Committee Business and Reports - No meetings were held. Members are as follows: Employee Enrichment - S. Nickle & S. Korzenieski, Building Construction/Maintenance - M. Woelfle & N. Green, Budget Committee - S. Marsowicz, S. Korzenieski & T. Bradley, & Marketing/Community Outreach - L. Dolce & N. Green. Suggestions for future community outreach were discussed.
2. Twinstar Business Solutions representatives Jonathan Rodriguez & Greg Krauza presented a video presentation & answered questions regarding the Wellness Plan proposal.
3. Trustee Vote - Welcome to Truman Bradley & Norman Green who were recently elected to three (3) year terms which run from 7/1/26 - 6/30/29. Oath of Office must be signed/notarized by the new trustees & the treasurer. Also, all trustees & the treasurer must renew the Conflict of Interest form.
4. Election of DPL Trustees are as follows: President - M. Woelfle (S. Marsowicz; S. Korzenieski) Approved 6, Nay 1; Vice President - T. Bradley (S. Nickle; S. Marsowicz) Approved 7, Nay 0; Vice President of Finance - S. Marsowicz (S. Nickle; T. Bradley) Approved 7, Nay 0; Secretary - S. Nickle (M. Woelfle; S. Korzenieski) Approved 6, Nay 1; Treasurer - B. Sutton (S. Marsowicz; S. Nickle) Approved 7 Nay 0; Trustees - L. Dolce, S. Korzenieski, & N. Green.
5. Thanks & Acknowledgment-Thank you sent and notice posted on digital sign to Revitalize Dunkirk for the garden work done around the library, card of thanks & a photo of the event to Annette Gill for paying for the recent Foam Party and a note of thanks will be sent to Ron Mancuso for the donation of the spare breakroom microwave.
6. Celebrate - For ending this last fiscal year in the positive and also for our new digital sign being installed.

7. Monthly Tasks:

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 shared the results of the vote to the newspaper. (Results were emailed to MJ Stafford)

July - New budget year begins: New trustees & treasurer must complete Oath of Office to file in Mayville; All trustees & treasure must update Conflict of Interest forms; send audit information to JMA (audit is currently in progress);

completed an email to Deb. M. at the school business office to confirm tax levy. Awaiting confirmation.

August - Annual fiscal report due to State Comptroller; to be filed by the auditor; contact Chautauqua Woods regarding the annual check for the front doors.

Next meeting is scheduled for September 22, 2026.

S. Nickle & S. Marsowicz motioned for the meeting to be adjourned at 5:43 p.m.

Respectfully submitted by,
Susan Nickle, Secretary