

Lackawanna Public Library
Board of Trustees Meeting Minutes
Meeting Date: May 21, 2025

- Call to order: 5:30 pm
- In Attendance: Bill Tojek, Andrea Haxton, Dean Otoka, Cynthia Anderson, Lynn Dziak, Library Director: Danielle Ptak Absent: John Ingram, Michelle Klubek Excused: Greg Stachowski
- Pledge recited
- January 2025 minutes reviewed and accepted:
First: Dean Otoka Second: Cindy Anderson Unanimously accepted.
- February, March and April Financials reviewed and accepted:
First: Lynn Dziak Second: Andrea Haxton Unanimously accepted.
- Statistics for February, March, April to be reviewed at the June meeting.
- Director's Report: Tabled until June meeting.
- Not all items in Old Business needed to be discussed, as Danielle P. was unsure of what needed to be carried over from the February meeting.
- Discussion of Trustee Continuing Education classes. Most on the board only need 1 hour. Danielle to follow up with opportunities.
- Cynthia A. had a question about different funding pools. Discussion ensued.
- Discussion of NYS DEC Fishing Rod Loaner Program. Fishing Club advisor at middle school willing to work with the library.
- Motion for Cynthia A. to be Board Secretary upon Michelle K. official resignation and keep rest of the officers "as is":
First: Dean Otoka Second: Andrea Haxton Unanimously accepted.
- Discussion of previous Polling Place conversation reiterated for new director Danielle P.'s benefit.
- History lecture options discussion tabled for next meeting.
- Personnel update from Director Danielle P. The Library will be hiring a new Sr. Page. Discussion of library staff roles for the benefit of newer board members.
- Discussion of Assoc. of Contracting Library Trustees Annual Workshop.

- Discussion of landscaping volunteers. Danielle will contact the volunteer landscaper to set a date then let Andrea know. Bill Tojek to check with the Comptroller for money to purchase flowers.
- Discussion of NYS Library Construction Aid 2025.
Danielle P. to follow up with 2024 Construction Aid (boilers).
The fiscal year for the new grant is August 2025. We talked about this grant to include the windows, new handrails and new doors. Danielle P. to take steps with maintenance to add a length of handrail to extend length on the front stairway for a temporary solution using operating funds. Bill to get new quotes for repointing and front egress. Any grants needing matching funds up front need to go through the City.
We talked about using the \$12000 in Memorial fund and the \$6000 grant money left from Assemblyman Burke that would allow us to start on the repointing project and new doors for back.
- Discussion of annual Book Sale and volunteer opportunities.
Book Sale to take place during the week of June 24th.
- Discussion of water cooler. Danielle to follow up with Chipper.
- Discussion of potentially getting a business credit card from M&T for Library staff use in order to streamline reimbursement for smaller programming purchases that would be paid out of the Memorial account. Motion to allow Danielle P. to apply for a credit card:
First: Cindy Anderson Second: Lynn Dziak Unanimously accepted.
- Update about Lackawanna painting preservation from Dean Otoka. He will speak with Mike Malyak - Historical Society.
- Next board meeting: Wednesday, June 11th, 2025 @ 5:00 PM
- Adjournment: 6:32pm.