

Lackawanna Public Library
Board of Trustees Meeting Minutes
Meeting Date: July 16, 2025

- Call to order: 5:08 PM
- In Attendance: Bill Tojek, Andrea Haxton, Dean Otoka, Cindy Anderson, Greg Stachowski
Library Director: Danielle Ptak Absent: Lynn Dziak, John Ingram, Michelle Klubek
- Pledge recited - 5:09 PM
- Review & Acceptance of June 2025 Minutes:
First: Greg Stachowski Second: Dean Otoka Unanimously accepted.
- Review & Acceptance of June 2025 Financials:
First: Greg Stachowski Second: Dean Otoka Unanimously accepted.
- Review & Acceptance of the June 2025 Statistics:
First: Cindy Anderson Second: Andrea Haxton Unanimously accepted.
- Review & Acceptance of Director's Report:
First: Cindy Anderson Second: Greg Stachowski Unanimously accepted.
- We received a \$1000.00 donation from Michael Sanders for Children's programming/equipment. A Thank you was sent to Michael
- Library Contract 2025 Review: The Library reviewed and signed - hours staying the same. Some updates were made but nothing pertained to us.
First: Greg Stachowski Second: Dean Otoka Unanimously accepted.
- Danielle received the 2026 Proposed System Staffing Budget from the Central Library
- Five Year Plan 2026-2030: Danielle to address with Staff Members to obtain objectives.
- M&T Credit Card Application: This is still in process
- Discussion of Water Cooler. Danielle to follow up with Chipper.
- Fee Structure for Facility Use Policy: This references fee structure. This policy is used for Downtown but does not exist for the Lackawanna Branch. Danielle will bring details to the next meeting. Danielle is bringing this information to the meeting with the Mayor on 7/25.
- History lecture options discussion tabled for next meeting: \$13,000 for Library Programs - Danielle waiting for response.

- Personnel update from Director Danielle P. The Library hired 2 new Sr. Page Positions: Mike H. already started & Wajiha T. to start the next pay period. Danielle also has asked HR for a Part time tech clerk.
- Discussion of Trustee Continuing Education classes. Most on the board only need 1 hour. This can be done online and Danielle will send the website.
- NYS Library Construction Aid 2024 which was to be used for boilers was not announced as of this June meeting. Will not be announced until August or September.
- Discussion of the NYS Library Construction Aid 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.
- Grant with LHDC: Dean addressed the Board - it is for \$35,000 and the LHDC would keep an Admin Fee. The LHDC board meeting got pushed back so we are waiting on details. We would like to use this money for Front Doors and Porch in Back.
- Danielle met with the mayor on 6/27 @ 9:30AM. Concerns such as the divot in the front lawn and pot holes in the parking lot have been addressed. The mayor also offered the large concrete planters that have been installed on the front of Library Will need to get flowers to plant. Bill was also going to follow up with Mayor regarding "if money leftover from current budget, would it be rolled over"
- Fundraising Event: Andrea discussed the "Books & Brews" Event would take place at J's White Elephant on Thursday, October 2nd, 2025 from 6-8PM. Tickets - \$20. Would do a 50/50 Raffle and a few big basket raffle
- We also discussed other Fall Fundraiser ideas: Murder Mystery/Children Scary Stories
- Also discussed the "Goodness Project" to use to get snacks for toddler time. I have nothing about who would follow up with this.
- Next board meeting: Wednesday, August 20, 2025 @ 5:00 PM
- Adjournment: 7:00 PM.
First: Cindy Anderson Second: Andres Haxton Unanimously accepted