

Lackawanna Public Library  
Board of Trustees Meeting Minutes  
Meeting Date: August 20, 2025

- Call to order: 5:20PM
- In Attendance: Bill Tojek, Andrea Haxton, Dean Otoka, Cindy Anderson, Lynn Dziak  
Library Director: Danielle Ptak    Absent: Greg Stachowski, John Ingram, Michelle Klubek
- Pledge recited - 5:21 PM
- Review & Acceptance of July 2025 Minutes:  
First: Dean Otoka    Second: Lynn Dziak    Unanimously accepted.
- Review & Acceptance of July 2025 Financials:  
First: Cindy Anderson    Second: Dean Otoka    Unanimously accepted.
- Review & Acceptance of the July 2025 Statistics:  
First: Cindy Anderson    Second: Andrea Haxton    Unanimously accepted.
- Review & Acceptance of Director's Report:  
First: Dean Otoka    Second: Lynn Dziak    Unanimously accepted.
- RFID Gate Removal: These do not work and no service contract exists.  
First: Dean Otoka    Second: Andrea Haxton    Unanimously Accepted
- July meeting with the mayor: Miscommunication regarding the water coolers , thought we requested water fountains. Two water fountains were ordered , one on each floor of the operating business. To install on the bottom floor the RFID gate would need to be removed. Also spoke about reports - question if a report could be produced to see how money was spent. The Mayor also assured that the money from the current account will rollover and include the new budget.
- Bike Rack: The city has ordered a new one
- M&T Credit Card Application: This is still in process as Danielle has forms that need to be completed.
- 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 addressed the Mayor on 7/25 with this information. The Mayor needs to review and will then make a suggestion.
- 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, however not looking to add or change the position at this time.
- Discussion of Trustee Continuing Education classes. Most on the board only need 1 hour. This can be done online Danielle sent the website in a previous email dated September 13th.
- 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. Still waiting to hear - might have updates at the September meeting.
- Fundraising Event: Andrea discussed the "Books & Brews" Event would take place at J's White Elephant on Thursday, October 2nd, 2025 from 5:30-8PM. Tickets - \$20. Will do a 50/50 raffle and 3 big baskets: Alcohol/Lottery and Book Baskets Andrea to ask about music.
- 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, September 17th, 2025 @ 5:00 PM
- Adjournment: 6:55 PM.  
First: Cindy Anderson Second: Lynn Dziak Unanimously accepted