

Minutes of the David A. Howe Library

Board of Trustees Meeting

January 14, 2025

Trustees Present: Nic Gunning, Director, Donald Comstock, President, Kris Greene, Nancy Reuning, Treasurer, Tom Reuning, Emily Peavey, Vice-President, Nora Burdick, Tim Colligan, Anne Sobeck, Secretary

Trustees Absent: Madeleine Gasdik

Call to Order: President Donald Comstock called the January 14, 2025 meeting to order at 7:38am.

Discussion and Approval of Minutes and Financial Reports: A motion to accept the December 2024 minutes and financial reports was made by President Comstock and seconded by Trustee Colligan. The motion carried. (7, 0)

Public Comment Section: none

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that checkouts were up, computer usage was down.

-Programs

Director Gunning noted that overall it was a very active month. Holiday programs were well attended.

B. News from the Library

-Planning for the annual audit (2024) with Ed Bysiek has begun. Amanda will be attending the audit when scheduling is confirmed.

-The holiday season at the library was very successful. Staff enjoyed their Christmas Party.

-The library hosted the Rotary Club for their December meeting.

-Kate M. is working with the First Steps Family Resource Center to have a library center there.

-Kate E. hosted kindergarten and second grade classes for holiday movies. The WLSV Police Department attended the Polar Express movie and punched tickets!

-Niki delivered a new selection of books to the Allegany County Jail.

C. Department Reports:

Youth

-Ally had a busy pre-teen and teen month. She led an ornament making class, a white

elephant gift exchange, a Pokemon egg hunt, Nerf Night and a “Noon Years Eve” Party.

#### Auditorium/Gallery

- Kate E.’s art exhibit received many compliments.
- The Nutcracker and the Andover Ecumenical Choir were very well attended.
- The Friend’s fundraiser, Mike Randall as “Charles Dickens” was very successful.

#### Building/Grounds

- Rick refinished the front desk, patrons have complimented. Painting in the youth room has begun.

#### Technology

- The podcast has 1,200 listens in December!
- Staff is considering reorganizing the tech room to house checkout items like the fishing poles, ukuleles, Metaquest headsets, etc.

#### Committee Reports:

- The finance committee reported and after much discussion a motion to increase the tax levy to \$222,400.00 for the 2026 fiscal year was made by Trustee Colligan and seconded by Trustee T. Reuning. The motion carried. (7,0)
- A motion to authorize Amanda Smith to act in behalf of the DAHL was made by Trustee Colligan and seconded by Trustee Peavey. The motion carried. (7,0)

#### Friend’s Report:

- A new slate of officers were voted in for 2025.

#### Old Business: none

#### New Business:

- Trustee Sobeck’s term ends April 2025.
- The WLSV Sun and The Olean Times Herald need public meeting information to post.
- The BOT will meet 1/21/25 at 7:30am.

Adjournment: A motion to adjourn the regular meeting at 9:01am was made by President Comstock and seconded by Trustee Reuning. The motion carried. (7,0)

The Annual Organizational Meeting will follow.

## Annual Organizational Meeting

January 2025

President Donald Comstock called the Annual Organizational Meeting to order at 9:01am.

Designation of Official Newspaper: The Olean Times Herald

Appointment of the External Auditor: Edward J. Byseik, CPA

Authorization of Director and Senior Staff to make Grant Applications

Authorization of the Business Mileage Reimbursement Rate: \$.70 per mile.

Designation of the Bank Depository: Community Bank NA

Designation of Authorized Signatories for Checks: Treasurer Nancy Reuning, President Donald Comstock, Vice-President Emily Peavey and Secretary Anne Sobeck

Designation of Lawyer of Record: Ed Pekarek

Authorization of Certain Payments between Board Meetings: credit cards, utility bills, payroll, payroll taxes, payroll deductions, and fringe benefit expenses

Approval of 2025 Administrative Policy Manual

Committee Appointments:

Finance Committee

-Emily Peavey, Chair

-Don Comstock

-Madeleine Gasdik

-Nancy Reuning

-Nora Burdick

Administrative Committee

-Kris Greene, Chair

-Don Comstock

-Anne Sobeck

-Tim Colligan

Building & Grounds

-Tom Reuning, Chair

-Don Comstock

-Anne Sobeck

-Kris Greene

Trustee Greene made a motion to approve all agenda items as passed, Trustee Colligan seconded the motion. The motion carried. (7,0)

Adjournment: A motion to adjourn the Annual Organizational Meeting at 9:05am was made by President Comstock and seconded by Trustee Greene. The motion carried. (7,0)

Respectfully submitted,

Anne Sobeck

Secretary