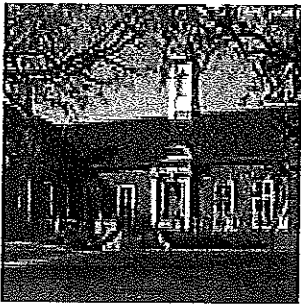


# David A. Howe Public Library

WHERE THE PAST MEETS THE FUTURE



155 N. Main St.  
Wellsville, NY 14895  
phone: 585-593-3410  
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## Regular Meeting Minutes of January 13, 2014

**Present:** Thomas Brown, Timothy Colligan, Donald Comstock, Mark Finn, GERALYN MURPHY-GOUGH, William Joy, Janice Porter, ROXY SCHMIDT, and Michelle La Voie

**Absent:** Voni Walker

**Call to Order:** President Donald Comstock called the January 13, 2014, meeting to order at 7:30 AM.

Donald officially welcomed our new Director Michelle La Voie to her first Library Board meeting and Board members also welcomed the new Director.

**Discussion and Approval of Minutes:** Motion by Mark, second by Janice, to approve the minutes of December 9, 2013, carried.

**Director's Report - Discussion on the following items:**

- **Director's Introductory Remarks:** The new Director expressed her appreciation as she has begun to interact with staff and acclimate herself to the building and will soon begin to explore the many other aspects of our Library operations.
- **Circulation Statistics:** December 2012/ December 2013
- **Program Attendance Statistics:** December 2013
- **Security Tagging System:** The tagging system is in use and has been well received by the public and staff. The project is between 2/3 and 3/4 complete.
- **Security Incident and Camera System:** Allison reports the system is working well and problem being addressed. The Maintenance agreement negotiations are continuing.
- **Senior Clerk/Desk Supervisor Vacancy Update:** This position has been filled and the new employee will begin his duties on January 13, 2014. He comes highly recommended and has experience and supervisory skills as well as creative ideas for adult programming.

Board of Trustees:

Donald Comstock

President

Mark Finn

Vice President

Thomas Brown

Treasurer

Timothy Colligan

Secretary

Geralyn Gough

William Joy

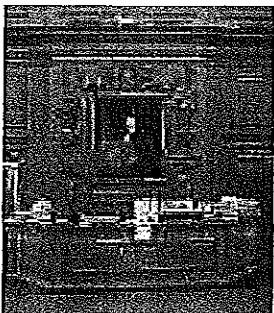
Janice Porter

Roxane Schmidt

Voni Walker

Michelle LaVoie

Director



### Director's Report continued:

- **Energy Audit/Construction Aid:** The final copy of the NYSERDA audit was received. Due to grant filing deadlines, a number of action plans need to be put in place including the Building & Grounds committee to meet to establish priorities. *Schedule meeting.*
- **NYS Tax Cap Reporting:** Discussion required on the amount of increase the Board will ask to be put in for the May 2014 Library/School District proposition. *Board Action Required*
- **Parking Meters:** With the village proposal to install parking meters behind the library, decisions will be required as to where staff should park.
- **Leadership Allegany:** Discussion on Library participation in this Leadership development program offered by Houghton College and the Greater Allegany County Chamber of Commerce.
- **Board Elections:** Board members need to begin considering candidates for two vacancies in April – those currently held by Tom Brown and Timothy Colligan. Also, Board officers will need to be considered for 2014/2015.
- **Wellsville Lions Charities:** A request has been received from the Lions for the upcoming Minstrel Show. *Action requested*
- **Personnel Policy and Job Descriptions:** The Director requests that the Administrative committee meet to discuss the new personnel policy and job description revisions.
- **5 Year Strategic Plan:** Michelle will look at what was previously reported. Board members can view the current plan off the Library website → [www.davidahowelibrary.org](http://www.davidahowelibrary.org) → About Us → 5 Year Strategic Plan 2009-2013 → [http://www.davidahowelibrary.org/Strategic\\_Plan.pdf](http://www.davidahowelibrary.org/Strategic_Plan.pdf)

### Committee Reports:

**Finance:** No Report

**Administrative:** Meeting to be scheduled after the Director has staff meetings and obtains pertinent comments.

**Building & Grounds:** Meeting will be scheduled once we communicate with Dwight Allen on the NYSERDA report. Representative of Marvin Windows and Fassett Lane will be in Tuesday, Jan. 14<sup>th</sup> at 9am to discuss our window needs. Also, the committee needs to finalize the list to go to the Lions for consideration of funding. Tim will contact Doug Reed about some electrical concerns.

**Promotions: No Report**

**Friends:** Donald reported that the fund-raising effort of the December mailing has raised about \$4400 so far. The treasury is at \$20,196.00. The Friends are planning a thank you reception for Dr. and Penny Canfield for their years of tireless contributions to the Library and Friends. The Friends are in the planning stages of an October 18 fund-raiser. More details on this to be provided. Music-On-The-Lawn: Discussion the information which was supposed to be supplied. They will wait until the end of the month before taking a more aggressive approach to resolve the unknowns.

**Old Business:** None

**New Business:** NY Tax Cap Reporting: Following discussion, motion by Janice, second by Roxy to request a one (1) % (\$6018.00) increase to be included in the May 2014 Library/School Budget referendum, carried.

Lions Charities: Following discussions, motion by Tim, second by Roxy to purchase a full page ad for \$95 in support of the Lions Minstrel Show, carried. Michelle will work to develop the ad.

Parking Meters: Tim will contact the Village on the status of the parking meters and if they are to be installed on Park Ave. Also Tim will inquire about the broken sign and orange barrel out front at the curb line.

**Adjournment:** There being no further business to come before this Board, a motion was offered by Mark and seconded by Geralyn, to adjourn, carried. Meeting adjourned at 9:00am. The Annual meeting will follow immediately after the Regular meeting.

Respectfully submitted,



Timothy J. Colligan,  
Secretary