

David A. Howe Public Library

WHERE THE PAST MEETS THE FUTURE

Regular Meeting Minutes of February 10, 2014

155 N. Main St.
Wellsville, NY 14895
phone: 585-593-3410
fax: 585-593-4176
email: wellsville@stls.org

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

Absent: Roxane Schmidt

Call to Order: President Donald Comstock called the February 10, 2014, meeting to order at 7:30 AM.

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

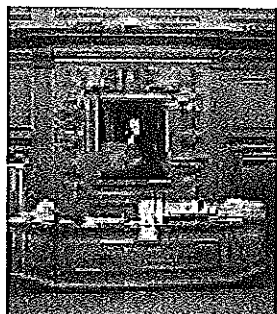
Michelle La Voie

Director

Discussion and Approval of Minutes: Motion by Donald, second by Mark, to approve the minutes of January 13, 2014, carried.

Director's Report - Discussion on the following items:

- **Circulation Statistics:** January 2013/ January 2014
- **Program Attendance Statistics:** January 2014
- **2013 Budget Review:** Expenses were up and Revenues down resulting in a net deficit of \$11,431. The good news is a positive increase in the endowment. Some questions with Auditorium and Friends budget to be reviewed.
- **Auditorium Grant Funding:** \$2270 was awarded for auditorium funding. Other possible grant funding sources will be sought.
- **Five Year Strategic Plan:** As the previous plan concludes the Board should evaluate performance to plan and development of the next focus. Staff suggestions have been sought by a survey. Results will be communicated by the Director. Consideration may be given to requesting patron input. Also, there was discussion on reaching out to the community and schools possibly through the Chamber of Commerce.
- **Energy Audit/Construction Aid:** Building & Grounds met with Dwight Allen to begin project phases and alternative funding options. To meet the Letter of Interest for the NYS Construction Aid deadline (May 2014), the Building & Grounds committee is asked to continue discussions with Dwight. *Schedule Meeting*



- **Music-On-The-Lawn:** Library and Friends representative met with Kathryn Ross recently to discuss the 2014 concert series. Questions included insurance, funding, planning, and stage moving and storage. The burden of all the action items rests with Kathryn – some of which have sensitive timing issues (i.e. insurance, and funding).
- **Policies on Library Meeting Rooms and Auditorium Usage and Reservations:** Some interpretations are unclear by staff and questions such as insurance requirements exist. Clarification needed.
- **Parking Meters:** Upon requests at last month's meeting, Tim inquired with the Village about placement and enforcement of meters on Park Ave. Tim will discuss

Committee Reports:

Finance: No Report

Administrative: With references to policies requiring insurance, Voni suggested having a representative from our agent address the Administrative Committee or Board to explain coverage needs and requirements. Administrative Committee will schedule a meeting.

Building & Grounds: Following discussion on the NYS Construction aid grant, Tim will contact Dwight Allen to attempt to schedule a Building & Grounds Committee meeting.

Promotions: No Report

Friends: Donald noted the Friends acknowledged the contributions of Chris Torrey and Ken and Penny Canfield recently. A Library "wish list" was developed by Michelle and submitted to the Friends. Already, the Friends pre-approved an expenditure of \$1500 for auditorium programming. The Friends December mailing continues to generate additional revenue.

Old Business: MOTL: Tim contacted the Village Insurance Agent who advised they can cover the MOTL's insurance issue with an "umbrella" of the Village's policy but only after it is authorized by the Village. Tim also contact Mayor Lynch who indicated she will discuss with her Board at tonight's meeting. The next meeting with the MOTL is Wednesday, February 26, 2014 at 6:00pm at the Chamber offices.

Lion's Club Funding Request: The proposal for the Lions to consider some funding was submitted on February 6. We will await word from the Lion Club on the request.

Parking Meters: Tim advised the Village does intend to install 15 meters on Park Ave. but they will be for an 8 hour duration. No timetable for installation. Also, no response if the Village will consider issuing permits.


Energy Audit/Construction Aid: The general consensus of the Board is that we support the NYSERDA projects and appreciate Dwight Allen taking the lead. Cautious optimism was expressed in how the different phases will be funded. Michelle identified possible sources in the IDA, Alfred Housing, and perhaps some federal sources. She will investigate those possibilities and advise.

Windows: Donald reported speaking with Brad Whitford of LC Whitford's who requested Michelle authorize them to proceed with the project with Fassett Lane and Marvin Windows.

New Business: None

Adjournment: There being no further business to come before this Board, a motion was offered by Jan and seconded by Mark, to adjourn, carried. Meeting adjourned at 9:20am.

Respectfully submitted,


Timothy J. Colligan,
Secretary