

David A. Howe Public Library

WHERE THE PAST MEETS THE FUTURE

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Regular Meeting Minutes of March 10, 2014

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

Absent: William Joy

Call to Order: President Donald Comstock called the March 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

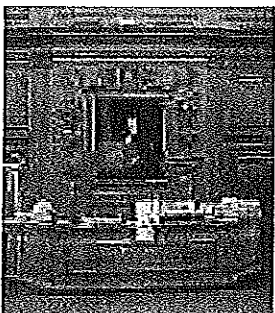
Director

Donald offered words of thanks and congratulations to Trustees Tom Brown and Tim Colligan as this will be their last regular meeting before their term ends. Donald reminded both that while the By-Laws make them ineligible for another successive term, they can consider sitting out and being reappointed next year or thereafter or they can consider a committee appointment.

Discussion and Approval of Minutes: Motion by Jan, second by Roxy, to approve the minutes of February 10, 2014, carried.

Director's Report - Discussion on the following items:

- **Circulation Statistics:** February 2013/ February 2014 – It was noted a significant decline in some areas. The Director will watch to see if any particular trends develop.
- **Program Attendance Statistics:** February 2014
- **News from the Library:** The Director reported on several topics including, programming, former resident feedback, staff development success, and Director Interaction into the community.
- **Music-On-the-Lawn:** Update with discussions with Kathryn Ross. The next meeting is scheduled for Wednesday, March 19, 2014 at 6:00 pm. Board attendance is encouraged.
- **Policy Updates:** The Director requests the Administrative Committee meet to review newly established agreements prior to the MOTL meeting. The meeting is set for Monday, March 17, 2014 at 8am at the Library.
- **Library Advocacy Trip:** Updates on the recent trip to Albany and proposed actions.



- **Annual NYS Library Reporting:** The Annual Financial Report has been submitted to the State Comptroller.as has the Annual Report to the State Library.
- **Boiler Replacement/Climate Control Project:** Dwight Allen will meet with the Director and Donald Comstock on March 12, 2014 at 9:00 a.m. to discuss a variety of topics relating to the projects including fees and financing options. An initial letter of interest is due in May.
- **Parking Meters:** Concerns and comments received regarding the anticipated installation of meters on Park Ave behind the Library and the potential impact to unauthorized parking in our lot. Usage of the lot will be monitored and action, if any, will be decided at a later time.
- **Insurance Policy:** Richardson & Stout provided a single year quote only as the liability premiums tend to be unpredictable. *Action required accepting.*
- **Leadership Allegany:** A second inquiry has been received if the library wants to participate in this or a future session.

Committee Reports:

Finance: Tom inquired who will have check signing authority after his term ends. Donald and Mark both have existing authority until a new Treasurer is appointed.

Administrative: Meeting scheduled for Monday, March 17, 2014 at 8:00a.m. at the Library to review policies.

Building & Grounds: No Report

Promotions: No Report

Friends: Donald reported the Friends continue to receive donations from the recent mailing. The current Treasury is \$23,871.00. The Friends have approved several purchases from the "Friends" Wish List of about \$5,000.00.

Old Business: Lions Grant: Mark announced the local Lions Club has offered to award up to \$5,000 for the electrical upgrades, on-demand hot water for the kitchen, and the ventilation door in the children's section. The Secretary will send a formal thank you to the Lions.

New Business: Insurance Renewal: Following discussions, motion by Janice, seconded by Roxy to approve the renewal of the comprehensive insurance policy from Richardson & Stout, carried. It was noted this includes a premium increase of about \$500 for the one year policy.

Trustee Appointments: Following the discussion of the vacancy of two trustee seats and the offices of Treasurer and Secretary, Janice moved and Roxy seconded the names of Dan Guiney and Connie Synakowski to be submitted to the Village Board each for a five year term commencing April 1, 2014 through March 30, 2019, carried. Both individuals have indicated their willingness to serve the Library as Trustees. The Secretary will contact the Village Board for the required action. The offices of Treasurer and Secretary will be filled by Library appointment at a later date. Voni has offered to record the minutes until the Secretary is appointed. (Tim will provide the necessary minute templates).

Legal Aid: Donald noted being introduced to a new Attorney to the area who is most impressed with our Library and has offered his free legal service if it is ever required. The name of Ed Pekarek (855-735-2735) will be retained for future reference.

Library interface: Discussion was held on having a meeting at some future time with Principals and Librarians from the area schools to see how we can best assist in meeting their needs. Our new Director has educational Library experience so we should have a lot to offer.

Sharing of Meeting Minutes: Roxy asked about sharing the regular monthly meeting minutes with staff members. Tim reminded all that these are public meetings and the minutes are included on the Library's web-page. Michelle will advise and share with staff at their next meeting.

Plaque honoring the 2006 Capital Campaign: Roxy also inquired about the progress of the plaque. Donald will give Roxy the info collected so far and she will secure two quotes.

Lighting Issues: It was noted that the re-installation of the light over the auditorium entrance can be completed once repairs are finished. Doug Reed has already indicated he has been paid for that work when past work was done. There is also some other light repairs needed. Michelle will work with Rick Dodd or Doug reed if needed.

Adjournment: There being no further business to come before this Board, a motion was offered by Donald and seconded by Roxy, to adjourn, carried. Meeting adjourned at 9:45 a.m.

Respectfully submitted,



Timothy J. Colligan,
Secretary