

**Minutes of The David A. Howe Library
Board of Trustees
July 28, 2014
Held in lieu of the August 2014 Meeting**

Present: Donald Comstock, Mark Finn, Geralyn Murphy-Gough, William Joy, Janice Porter, Roxy Schmidt, Connie Synakowski, and Michelle LaVoie

Absent: Voni Walker

Call to Order: President Donald Comstock called the July 28, 2014 meeting to order at 7:30 AM.

Motion to Go into Executive Session: At 7:32 AM Connie Synakowski moved to go into executive session to discuss possible disciplinary action of particular library personnel. Mark Finn seconded, and the motion carried.

Motion to Return to Regular Session: At 9:00 AM Roxy Schmidt moved to return to Regular session, Janice Porter seconded, and the motion carried.

Discussion and Approval of Minutes: Motion by Don Comstock and seconded by Geralyn Gough, to approve the minutes of the July 14th meeting. Motion carried.

Director's Report - Discussion on the following items:

- Michelle reported that Smart Edge Technology will be coming to the Library this Thursday to complete a boiler check. She also reported that while Kevin Laforge's business is not under State contract, Smart Edge is pursuing the possibility of hiring them directly to complete the asbestos abatement. If they can do so the terms of the State contract will still apply. Smart Edge has also offered to help obtain any necessary permits required by the Village for the asbestos abatement and work on the boiler.
- The Village has contacted Michelle requesting that the Library check the GFIs on the front lawn to make sure they are all in working order for use by organizations such as MOTL. Michelle has asked Doug Reed to check them.
- L.C. Whitford has completed additional point work and sealing on the terrace in an effort to resolve the leaks in the County Room.

Michelle is waiting for the next rainy day to see if the problem has been solved.

- Michelle asked that the Finance Committee re-schedule its meeting in order to make a recommendation to the Board about the best way to finance the HVAC project (establishing a line of credit from which the Library would draw as needed or perhaps floating a bond through the Village). The Finance Committee also needs to discuss the best way to implement the recommendations from the auditor, Elizabeth Schiralli. She also suggested that Elizabeth be invited to the committee meeting.
- The part-time Head of Maintenance position has been advertised and to date Michelle has received one written application and a verbal expression of interest from Greg Gostley.
- Michelle reported that the Tuesday on the Terrace lunches have gotten off to a rocky start. Two of the three caterers ran out of food very early and one had food left over. Don Comstock reported that he has been receiving some negative comments about the lunches. The public thinks that the event is sponsored by the DAH, when it is the responsibility of the Friends. Discussion followed and the Board will recommend that a representative from the Friends be present at each lunch event. We will also recommend that the Friends' representative contact the caterer on the Monday night before to discuss the weather and predict attendance as accurately as possible. The Board will also ask the Friends to consider changing the hours of the event from 11:00-1:00 to 11:30-30 in order that more of the working public will have a chance to participate on their lunch hours.

Committee Reports:

There were no committee reports.

New Business:

- Roxy Schmidt urged the Board to act quickly to purchase Directors and Operators Insurance so that we are protected from financial liability. The Board decided to join NYCON for a trial period of one year and purchase the insurance through their representative. Roxy Schmidt made the motion to purchase a two million dollar plus crime policy. Geralyn Gough seconded the motion and it passed unanimously.

- Don Comstock suggested a representative from the Board approach Ed Pekarek to see if he is interested in filling the open seat on the Board caused by Dan Guiney's resignation.
- Don also pointed out that the Vanguard check signing procedures need to be revised again due to Dan Guiney's resignation.

Adjournment:

Don Comstock made a motion to adjourn. Janice Porter seconded.
The meeting was adjourned at 9:45 AM.

Respectfully submitted,

Connie Synakowski,
Secretary