

**Minutes of The David A. Howe Library
Board of Trustees
September 2, 2014**

Present: Donald Comstock, Mark Finn, William Joy, Roxy Schmidt,
Connie Synakowski, Voni Walker, and Michelle LaVoie

Absent: GERALYN MURPHY-GOUGH and JANICE PORTER

Call to Order: President Donald Comstock called the September 2, 2014 meeting to order at 7:33 AM.

Discussion and Approval of Minutes: Motion by Don Comstock and seconded by Bill Joy, to approve the minutes of the July 28 (August), 2014 meeting. Motion carried.

Director's Report - Discussion on the following items:

- Michelle shared a photo collage showing the 50 young participants at the Fancy Tea Party held on the Library terrace. It was clear that a good time was had by all!
- Michelle reminded the Board members that Archer Mayor, *New York Times* best-selling author, will speak in the auditorium Tuesday, September, 16th.
- Ed Pekarek, potential new trustee to replace the seat vacated by Dan Guiney's resignation, will meet with Don Comstock to discuss the position. Don feels he is interested.
- The construction contract for the HVAC project which was drawn by the STLS attorney, has been sent to Smart Edge for their review.
- The Library's old boiler recently has been inspected twice, once by an insurance inspector and once by a "boiler man" from Smart Edge. Both inspectors felt it could get us through another winter.
- The 2012 Construction Grant will be re-written to address the Library's needs for fire and emergency lights. Doug Reed is putting together a list of recommendations and a quote, after doing a building walk-through with the BOCES fire inspector. Doug has also installed the security lights along the stairs to the parking lot and in the front of the building as a part of that project.

- LC Whitford is going to make one more attempt at caulking above one of the new windows in the County Room to fix the leak. They have only charged us \$1,000 for all of the caulking work they have done to date. The cost of the final work above the window will be \$3,000.
- Rick Dodd will fill the part-time maintenance supervisor position and has committed to working between 10 and 20 hours per week. The Board is glad to have him return to this position.
- Michelle reported that Margaret Walsh had submitted a letter to the Trustees indicating that she was aware of some of the problems that had occurred with Tuesdays on the Terrace this summer. The Board discussed the possibility of requiring the food providers to sign a contract stipulating that they would plan food for a minimum of 125 people. The Board also discussed the possibility of not inviting the two caterers, as they are the food providers who have not prepared enough food. Don volunteered to address the topic with The Friends and see if they have other suggestions and/or solutions. The Board noted that Tuesdays on the Terrace are a very popular community event and we want it to continue.
- Mark Finn moved, and Voni Walker seconded, the motion to approve the Computer Clinic maintenance contract for \$500 for service on the Library's security camera system.
- The Board decided that outside groups or individuals wanting to use the Library lawn should be obligated to sign an agreement similar to our building use policy and that they provide us with proof of insurance. Voni Walker volunteered to find out information about such "one-time use" policies.
- The Board discussed at length several problematic issues that arose after this year's Evening under the Stars Balloon Rally fund-raiser held at the Library. Michelle reported that excessive alcohol consumption on the part of some participants may be a liability for the Library if people drink and drive. A few people were also seen with alcohol outside the Library building. Questions arose about whether the sponsoring organization's liquor permit absolves the Library from liability, about whether the organization using the Library and serving alcohol should provide security at the door, and/or provide rides for people who need them at the end of the evening. The Board decided that representatives from the Balloon Rally Committee need to meet with the Board to hear our concerns before the contract is signed for next year.

Committee Reports:

Friends Report: The Friends currently have a balance of 21,466.19. Doris MacFarquhar recently donated \$1,000 for lighting in the auditorium.

That money, which was sent to the Friends, will come to the Library. Don also reminded us that the Friends will be hosting a fund-raising event called “Cocktails and Characters” on October 18th.

Tickets are available in the Library.

Finance Committee: The Finance Committee met Friday, August 30th to discuss how best to implement our auditor, Elizabeth Schirrali’s bookkeeping recommendations and to discuss the best possible avenue for funding the HVAC project. The Committee decided to make the bookkeeping changes effective January 1, 2015. The Committee is also recommending that the Board vote to move 125K from our investment funds into the Vanguard money market and 2K into our checking account to keep it liquid for monthly loan/line of credit payments. The Board agreed to vote at the October Board meeting when we will know what the best interest rate will be.

Old Business:

- Roxy Schmidt updated the Board on the 2014 MOTL. While the season was a great success, the MOTL Committee wants to move back to an 8 weeks as opposed to this year’s 10 weeks because the last two evenings were cooler and attendance decreased. Roxy also expressed the need for more people to volunteer to work the 4:00-9:30 shifts each week. MOTL currently has \$2,000 in its account which they raised from weekly contributions.
- The board went into Executive session for an update on the personnel matter introduced at the last meeting.

New Business:

- Because of Dan Guiney's resignation as trustee and treasurer, new check card signatures had to be obtained. The following four people were approved to sign checks: Donald Comstock, Mark Finn, Voni Walker, and Constance Synakowski. Roxy Schmidt moved, and Mark Finn seconded a motion to approve Voni Walker's appointment as Treasurer replacing Dan Guiney. The motion carried.

Adjournment:

Mark Finn made a motion to adjourn. Roxy Schmidt seconded. The meeting was adjourned at 9:25 AM.

Respectfully submitted,

Connie Synakowski,