

**Minutes of The David A. Howe Library
Board of Trustees
February 10, 2015**

Present: Donald Comstock, Mark Finn, GERALYN Murphy-Gough,
William Joy, Ed Pekarek, Roxy Schmidt, Connie Synakowski, and
Michelle LaVoie

Absent: Janice Porter, Voni Walker

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

Discussion and Approval of Minutes: Motion by Don Comstock and
seconded by Mark Finn to approve the January 10, 2015 minutes.
Motion carried.

Mark Finn made a motion to accept the minutes from the January 10, 2015 Board meeting, Roxy Schmidt seconded. Motion carried.

In light of a community member recently coming to address the Board, Don Comstock suggested we consider adopting guidelines for the public who wish to speak at our meetings. Connie Synakowski volunteered to bring a copy of the school board protocol to the next meeting to use as a template for developing our own.

Director's Report – Discussion on the following items:

- Connie Synakowski expressed concern about the overall downward trend in circulation and asked Michelle if she would poll STLS to determine whether it is a local issue or one across the library system.
- Michelle reported that the auditorium lights have been completely funded and that Eileen Tecza is now working on acquiring funding for a set of risers. The risers currently used for events belong to the Genesee Valley Chorus and often have to be transported and set up.
- Smart Edge has completed the pressure testing on the pipes and is developing a design plan for the HVAC project which they will present to the Board in the near future.
- Doug Reed will be installing the fire safety lighting and signage acquired through grant monies.
- Thanks to Ed Pekarek the contract between the Library and Jim Barnes as our Clerk of the Works for the HVAC project is complete and signed.
- When weather permits, Rick Dodd will put gravel in the electrical box that has been tripping breakers during MOTL concerts in hopes of improving drainage.
- The leak behind auditorium wall continues to be problematic. Rick Dodd believes it is a result of water coming from the front terrace and will address it when weather permits.

- Rick also wants to add a light to the auditorium entranceway. There have been complaints from patrons that it is too dark.
- Children's Librarian, Lois Bulger has submitted her formal retirement letter. Her official retirement date will be February 27th. The Board discussed asking Amanda Smith, Children's Library aide, to fill in until the new Children's Librarian is hired. Michelle will check to see if Amanda is available. The Board also approved two work days for Lois to help transition the new librarian when he/she comes on board.
- There are plans for several retirement celebrations for Lois which include a party open to the public on March 7th, staff party, and a Board of Trustees dinner. Don will communicate with Lois to determine a date for the Board dinner one night during the first week in March.
- Interviews for the Technology/Teen Coordinator position will begin today. The Board agreed that finding a person with a personality who can work patiently with older technology beginners and tech savvy youth will be essential to that person's success. The Board also agreed that we require a background check on the successful candidate.
- The Library is the recipient of a generous bequest from Harriet Bradley's estate in the form of a Charitable Remainder Trust. Chair of the Finance Committee, Geralyn Gough, moved that the Board inform Steuben Trust that we wish to liquidate the assets to be used for the upcoming HVAC project. Roxy Schmidt seconded. Motion carried.
- The Board discussed whether there was a need to install a security camera on the parking lot side of the building. It was decided that Michelle would bring a price on the camera to the next meeting.
- Don Comstock reported that the Village Board will be voting on whether to remove the parking meters along Park Avenue at the March meeting. Don believes it was agreed at the time the Library deeded the land to the Village that there would be no meters installed there.
- The Wellsville Rotary Club will be organizing two upcoming events to benefit the Library. The first is a Dine Out with Rotary fundraiser to be held at The Beef Haus on March 19th. The proceeds will go toward the upcoming HVAC project. The second is an Easter Egg Hunt to be held on the Library lawn the Saturday before Easter.
- The MOTL Committee is actively planning the 2015 summer concert season. There will be prizes awarded to community members who have perfect attendance at the 8 scheduled concerts.
- Due to continuing concerns about office space and a serious lack of privacy for library staff, the strategic planning committee is recommending the Library ask the Allegany County Historical Society to move out of the building. Michelle will bring copies of agreement between the Library and the ACHS to next month's meeting for further discussion about how to best proceed.
- The Board agreed to invite a representative from the Dormitory Authority to meet with us as soon as possible to discuss the possibility of acquiring funding for improving handicapped accessibility as a part of the building project.

- Renowned author, Joyce Carol Oates will be speaking at the Library on Thursday, October 1st. Many events are being planned to celebrate her arrival.
- Ed Pekarek reminded the Board that 2020 will be the 100th anniversary of women's suffrage and that we should begin seeking an important speaker to celebrate that event.

Committee Reports:

Finance Committee:

Don Comstock has reached out to two financial advisors who have expressed an interest in advising and in working with the Library at a reduced rate in order to evaluate, update, and protect our endowment. Don will schedule dates for them to come and give personal presentations to the Board.

Friends Report:

Don reported that the Friends have re-written their by-laws, acquired some new members, and donated \$400 to MOTL for one of the summer concerts. They are also helping to fund a bus to Albany on Library Advocacy Day. Don also distributed ticket books for the Dinner for 8 at the Library event.

Old Business:

Don reported that Michelle's evaluation is complete and has been shared with her. The results of the evaluative instrument, which addressed not only Michelle's performance, but also that of the Board, indicated two areas in need of improvement: financial planning and long-range planning. Both are areas the Board is currently addressing.

Mark Finn agreed to contact Brad Thompson to find out if the Balloon Rally Committee plans to hold their "Evening under the Stars" fund-raising event at the Library again this year. If they do, the Board wishes to meet with their representatives to discuss our new parameters for building use.

New Business:

Ed Pekarek informed the Board that he has been advised he should not be functioning as both legal counsel and a trustee. The Board agreed that we hoped Ed would remain a trustee and that we would seek legal counsel elsewhere when necessary.

Adjournment:

Don made a motion to adjourn at 8:55 AM. Mark Finn seconded. Motion carried.

Respectfully submitted,

Connie Synakowski,