

**Minutes of The David A. Howe Library
Board of Trustees
May 12, 2015**

Present: Donald Comstock (President), Mark Finn (Vice-President), William Joy, Ed Pekarek, Janice Porter, Connie Synakowski (Secretary), Voni Walker, and Michelle LaVoie (Director)

Absent: GERALYN MURPHY- GOUGH (Treasurer)

Call to Order: President Donald Comstock called the meeting to order at 7:34 AM.

Discussion and Approval of Minutes: Motion by Mark Finn and seconded by Janice Porter to approve the April 15, 2015 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Michelle noted that the Library's insurance expenditures are high this year as compared to last because of Allison Midgley's severance package and Lois Bulger's retirement. Insurance costs should decrease in next year's budget.
- Michelle asked the Board to think about increasing the professional development budget for next year as this year's budget is nearly expended and the Library now has 5 staff members who need to attend professional development meetings. In addition, all travel falls under this budget category, so even attending mandatory directors' meetings and STLS meetings come out of this budget.
- As discussed at last month's meeting, there is a need to reduce part-time staff and to look at the language in current job descriptions to make the duties of some positions more flexible. Some of the cost savings from part-time staff reductions might be transferred to the professional development budget, as well as the programming and collection development budgets.
- Michelle informed the Board that the decrease in this month's program statistics is due to the fact that the Library had no Children's Librarian last month, and the technology classes are being re-organized.
- In an update on the HVAC project, Michelle reported that as a result of the Board vote, the Library has signed the contract with Smart Edge to complete Phases 3A1, 3A2, and 3B. The old boiler has been abated and will be removed.
- Michelle was able to negotiate a reduction in the unusually high March water bill caused by a water line leak. (\$1,196.31 to \$645.87)
- Discussion moved to the controversy that has developed around the Library's decision to use Steuben Trust as the lender for the HVAC project. After the Finance Committee voted to agree to the terms of the loan, Ed Pekarek was notified by Steuben Trust's attorney, David Schults, that he is questioning the Board's ability to pledge the endowment as loan collateral, and that he wishes to seek a court order to certify our right to do so. After lengthy discussion about the pros and cons of such a course of action, Janice Porter made a motion to use

another lender if Steuben Trust maintains its demand for a court order. Ed Pekarek seconded the motion, and it carried.

- The Board directed Michelle to contact Jen Joyce from Steuben Trust to let her know that if the bank persists in its demand for a court order we will be seeking another lender. The Board requires a definitive answer from Steuben Trust by the end of business on Friday of this week.
- Voni Walker moved that the Board take its business to Community Bank on Monday, should Steuben Trust keep the court order requirement. Janice Porter seconded the motion, and it carried.
- There was also discussion among the Board members about whether the Board may have the ability to mortgage the property as a means of financing the HVAC project. It was decided not to pursue that option at this time.
- Michelle reported she has informed the ACHS that they must find new office space by the end of the year as the Library continues to have needs for more office and meeting space. She also reminded the Board that using the upstairs rooms now occupied by the ACHS may lead to the need for air conditioning and/or the installation of an elevator.
- Janice Porter moved to amend the By-Laws to include the new language about public expression at Board meetings (Sections 8 and 9). Voni Walker seconded the motion and it carried.
- The Board also agreed that Michelle re-word, as directed, Section 1 of the By-Laws addressing the current “male heir as Board President” requirement, and send the amended version to the Board for a reading and an on-line vote.

Committee Reports:

There were no committee reports.

Friends Report:

- The Friends have a current balance of \$23,868.02.
- The Dinner Raffle raised \$544.88 and the meal was generously donated by Pete Brown, owner of L’Italia.
- The Friends also donated a total of \$4,836 in May for programs, supplies, technology, books and for matching grant funds.

Old Business:

- Some Board members have received feedback that the Balloon Rally Committee has decided the Library’s new meeting room policy is too restrictive and they plan to move their event to the Country Club next year. Discussion followed about how the Board must strive to achieve a balance between opening the beautiful facilities to the public and still expecting the kind of decorous behavior all Board members want for the Library.

- Mark Finn reported that Ann Sobeck feels she is too busy to accept the open Trustee seat. Don Comstock offered to contact Gary Balcom to see if he might be interested.

New Business:

Adjournment:

Ed Pekarek made a motion to adjourn at 9:30 AM. Janice Porter seconded. Motion carried.

Respectfully submitted,

Connie Synakowski,