

**Minutes of The David A. Howe Library  
Board of Trustees  
July 14, 2015**

**Present:** Don Comstock, (President), Geralyn Murphy-Gough (Treasurer), William Joy, Ed Pekarek, Janice Porter, Connie Synakowski (Secretary), Voni Walker, Anne Sobeck, and Michelle LaVoie (Director)

**Absent:** Mark Finn (Vice-President)

**Call to Order:** President Don Comstock called the meeting to order at 7:32 AM.

**Discussion and Approval of Minutes:** Motion by Don Comstock and seconded by Janice Porter to approve the June 9, 2015 minutes. Motion carried.

**Director's Report** – Discussion on the following items:

- Michelle reported that the Children's Summer Reading program is going well. The new Children's Librarian, Keturah Cappadonia, has received her 2 month end-of-probation review and Michelle is very pleased with her work so far.
- The Meals on Wheels book outreach program is growing and the library is now delivering books once a week rather than every two weeks.
- Michelle reported that 23 people attended a multi-age program offered by Alfred Community Gardens and it was very well-received. The library plans to offer more multi-age programs in the future.
- In the building project update, Michelle noted that Smart Edge met the June 30<sup>th</sup> grant deadline and installed the hot water boiler.
- The water damage that occurred during a heavy downpour in June was not as serious as first thought. Michelle has made the decision not to replace the installed carpeting in the backstage dressing rooms but to buy rugs that can be rolled up when they are not in use. Rick Dodd has fixed the drains that caused the leaks, but believes there may be a bigger issue because the roof drain and the terrace drain were patched together during an earlier building renovation. Janice Porter suggested the Library get a quote from General Roofing regarding the cost of diverting water off the roof onto the lawn rather than having it travel down through the building. Michelle said she would ask Rick Dodd to pursue it.
- The Miller family's volunteer service to the Library has been extensive and a true cost-saving. Many people have commented upon the beauty of the plantings. Michelle suggests the Board consider buying plants from the same source (New

- Country) next year. The Millers have also volunteered their time to help with the painting and re-plastering needed after the water damage.
- Connie Synakowski moved to go into executive session to discuss contractual issues. Voni Walker seconded and the motion carried.
  - Janice Porter moved to return to regular session, Ed Pekarek seconded and the motion carried.
  - Connie Synakowski moved the Finance Committee explore several options for hiring an auditing firm to represent the Library. Janice Porter seconded and the motion carried.
  - Michelle Lavoie recommended that the Finance Committee re-schedule the August 29<sup>th</sup> meeting date with auditor Elizabeth Schirelli so that Geralyn Murphy-Gough, committee chair, is able to attend.
  - Both Voni Walker and Geralyn Gough, Finance Committee members, recommended the Library accept Community Bank's HVAC project financing offer. The offer is currently to establish a line of credit at a 3.75% fixed interest rate. Ed Pekarek made a motion to do so, Voni Walker seconded. The motion carried.
  - As a result of Michelle's presentation to the STLS Board, DAHPL is recommended to receive \$101, 763.68 in 2015 NYS Construction Aid. The deadline for submission of the grant applications has been changed to August 23<sup>rd</sup> because the State has imposed a new requirement that 30% of the work must be bid out to women and minority-owned businesses.
  - Janice Porter recommended that the Library explore becoming an Association Library. A lengthy discussion of the pros and cons of doing so followed. Ed Pekarek recommended that for now we should build a file documenting our history as a separate entity from the Village.
  - Michelle reported that difficult decisions have been made regarding hour reductions for part-time staff. The new schedule went into effect on July 1<sup>st</sup>. The Board discussed its responsibility to run a balanced budget and to protect the endowment.
  - There continues to be problems with knowing how much food to require the participating restaurants to prepare for Tuesdays on the Terrace. There have been issues with both too much and too little. It was suggested that perhaps a representative from the Friends of the Library, who sponsors the event, could consult with the participating restaurants on the menus they plan to offer.

### **Committee Reports:**

There were no committee reports.

### **Friends Report:**

- The Friends currently have a balance of 20, 438.47.
- The Pennies for Pipes fundraiser brought in \$1,410.30.
- The Friends plan to raffle off a Go-Pro camera at the Balloon Rally.

- The Friends will be coordinating efforts with Houghton for the upcoming Joyce Carol Oates author visit on October 2<sup>nd</sup>. They are currently planning a dinner before and a reception to follow her presentation.
- At the Director's request the Friends have recently purchased the following items for the Library:
  1. Digital camera
  2. Popcorn machine for the auditorium
  3. Loveseat and chair for the teen reading area in the Youth Department

**Old Business:**

Connie Synakowski reported that her husband, Dan, had obtained a copy of Lillian Allen's will and will research the Library's status as the mineral rights owner to 117 acres in Willing.

**New Business:**

Voni Walker requested that the Board receive a Profit and Loss statement for both the current year and the previous year so as to be able to track savings achieved through budget cuts.

**Adjournment:**

Don Comstock made a motion to adjourn at 9: 40 AM. Ed Pekarek seconded. Motion carried.

Respectfully submitted,

Connie Synakowski,