

**Minutes of The David A. Howe Library
Board of Trustees
August 11, 2015**

Present: Don Comstock, (President), Mark Finn (Vice-President)
Geraldyn Murphy-Gough (Treasurer), William Joy, Janice Porter, Ann Sobeck, Connie Synakowski (Secretary), Voni Walker, and Michelle LaVoie (Director)

Absent: Ed Pekarek

Call to Order: President Don Comstock called the meeting to order at 7:38 AM.

Discussion and Approval of Minutes: Motion by Mark Finn and seconded by Janice Porter to approve the July 14, 2015 minutes. Motion carried.

Director's Report – Discussion on the following items:

- The circulation statistics are down from last year at this time. Michelle believes the decrease is due to changes in how books are offered to children participating in the Summer Reading Program. Instead of children being given packets of books, they have been allowed to choose their own.
- The number of program offerings at the Library is up due to the efforts of the new staff.
- In a building project update, Michelle informed the Board that Certified Traffic Control out of Andover has ordered the boiler and will deliver it to the Library. Certified Traffic Control is a women-owned and operated business and will therefore fulfill the New York Construction Aid grant requirement that stipulates that 30% of the total grant be spent with M/WBEs.
- Work continues on backstage restoration after the July water damage.
- Duct cleaning will be scheduled after the boiler is installed (Phase 3C).
- Michelle reported that the HVAC financing agreement has been reached with Community Bank. As a condition of the loan agreement the bank will require the Library to turn over direct pay to the contractors.
- The Library has received a Manley Grant in the amount of \$11,775 that will be used to create a Maker Space in the Library's new Tech Center.
- The Library also received a \$2,000 grant from the Elks Club which will be used to complete renovations (furniture, painting supplies, etc.) to the youth section and the downstairs stacks.
- After many hours of work, the Strategic Planning Committee has developed a working copy of the Library's 2016-2020 Strategic Plan. Michelle encourages

feedback from Board members and will post the document on the Library's website for public comment.

- Janice Porter made a motion to go into executive session for the purpose of discussing particular personnel issues. Mark Finn seconded and the motion carried.
- Janice Porter made a motion to return to regular session, Mark Finn seconded and the motion carried.
- The Board read and accepted Ann Kemp's retirement letter and expressed its appreciation for her 26 years of service.
- Floyd has received clearance from his doctor to return to his custodial duties at full capacity.
- Michelle informed the Board that the plans for the upcoming Joyce Carol Oates visit on October 2nd continue to be finalized. The Friends will be selling 100 tickets at \$35 apiece for reserved seating and a reception with the author following her talk. The remaining seats in the auditorium will be available to the public on a first-come first-served basis. Board members who are interested in attending the dinner with the author at L'Italia should let Michelle know.
- Following today's meeting, Michelle will take all interested Board members on the annual building tour.

Committee Reports:

- Geralyn Gough reported that the Finance Committee met with Elizabeth Schiarelli on August 5th to go over the 2014 audit.
- Voni Walker recommended that the Library look into using Peachtree software instead of Quick Books because Peachtree is specifically designed for non-profits.

Friends Report:

- There was no Friends meeting in August.

New Business:

None

Old Business:

- Connie Synakowski reported that Dan continues to research the Library's status as to the gas and mineral rights bequeathed to it in the Lillian Allen estate. The Library owns 50% of the rights to 117.3 acres in the Town of Willing. Dan has made copies of the tax maps so that the Board knows the exact location of the property. Dan will look further into the lease agreement with East Resources. Don will meet with Charlie Joyce and/or Mike Jackson to ask their opinions about whether to maintain or end the lease.

Adjournment:

Don Comstock moved to adjourn the meeting at 8:50 AM. Mark Finn seconded

Respectfully submitted,

Constance Synakowski