

**Minutes of The David A. Howe Library
Board of Trustees
September 9, 2015**

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

Absent: Ann Sobeck, Voni Walker

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

Discussion and Approval of Minutes: Motion by Mark Finn and seconded by Janice Porter to approve the August 11, 2015 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Circulation statistics are up this month compared to last year at this time.
- Keturah Cappadonia, Children's Librarian, is offering both Saturday and evening story hours, continued the Fancy Tea Party which 115 people attended, and has started a pre-school literacy initiative called "1,000 Books before Kindergarten."
- Nic Gunning and Eric Mikols have begun a fun weekly Library podcast about books they have selected, and they have already attracted a following.
- In a building project update, Michelle let the Board know that TAG Mechanical, a Smart Edge subcontractor, has informed her that removing the valves from the Library's radiators will be difficult and time-consuming.
- The painting in the backstage area is going slowly because of glue residue on the floor which is proving difficult to remove.
- Rick Dodd has ordered a heat tape for one of the gutters to prevent ice build-up and, hopefully, future leaks.
- Michelle reported that she and Don have signed the closing papers for the HVAC project financing with Community Bank. Both she and Don found Gretchen Copella, Vice President of Commercial Lending, a pleasure to work with.
- Michelle is hoping that grant monies and construction aid will arrive to offset expenses before the Library has to make a draw on the line of credit.
- A public survey on the Strategic Plan has been posted online and Michelle has been asked to present the plan to the Monday Club.
- Plans for the Joyce Carol Oates author visit on October 2nd are being finalized. The Country Club will cater the reception following the author's talk.

- Houghton College will provide music and housing for the author while she is in town.
- Seth Hiland, STLS attorney, has written draft legislation addressing the Library's desire to continue participation in the NYS Retirement System while re-chartering as an association library. Attorney Hiland's recommendation is for the proposed legislation to pass first before the library begins the re-chartering process.
- In preparation for developing the 2015-2016 Library Budget, Michelle noted that the Board should see significant savings in personnel costs. She also forecasts that the Board will need to move more money into programming, professional development, and travel.
- Ed Pekarek moved to go into executive session for the purpose of discussing particular personnel. Janice Porter seconded. The motion carried.
- Janice Porter moved to return to regular session. Ed Pekarek seconded. The motion carried.
- Michelle informed the Board that the Library has been named a beneficiary in Mary Manning's will and is designated to receive ¼ of the value of the real estate in the estate.

Committee Reports: None

Friends Report:

- The Friends have approximately \$23,000 in their account.
- The group is working closely with Nic Gunning to promote the Joyce Carol Oates visit.
- The Friends have also funded Michelle's requests and have 1) purchased the loveseat for the teen reading area, 2) provided matching funds in the amount of \$1,268.78 toward the Manley Grant for the Maker Space 3) agreed to match \$1,500 if Eileen Tecza's Arts Council grant application is successful.

New Business:

- Michelle has begun Fall planning and will be focusing on:
 - 1) Applying for the Moogan Grant
 - 2) Completing staff evaluations
 - 3) Developing the 2015-16 budget to present to the Board
- Michelle also informed the Board that she has nominated Nic Gunning for an Outreach Grant because of his work on such initiatives as providing paperbacks to the jail, lending books through Meals on Wheels, establishing a Library presence at the Wellsville Farmers' Market, and reestablishing and improving deposit collections for circulation at Manor Hills and the Creative Arts Center.

Old Business:

- The Library has received an audit proposal from the firm of Bysiek CPA, PLLC. The proposed cost will be \$4,500 and it will remain fixed for three years.
- Two other firms have indicated to Michelle they intend to submit proposals.

Adjournment:

Mark Finn moved to adjourn the meeting at 8:50 AM. Geralyn Gough seconded. The motion carried.

Respectfully submitted,

Constance Synakowski