

**Minutes of The David A. Howe Library Board of Trustees
October 13, 2015**

Present: Don Comstock, (President), GERALYN Murphy-Gough, Ed Pekarek
Janice Porter, Ann Sobeck, Connie Synakowski (Secretary), and Michelle LaVoie (Director)

Absent: Mark Finn (Vice-President), William Joy, Voni Walker (Treasurer)

Call to Order: President Don Comstock called the meeting to order at 7:35 AM.

Discussion and Approval of Minutes: Motion by Janice Porter and seconded by GERALYN Gough to approve the September 9, 2015 minutes. Motion carried.

Director's Report: Discussion on the following items:

- Director LaVoie noted that the circulation statistics for September 2015 are up in almost all categories from last year. Michelle informed the Board that teens who participate in the YMCA after-school program have begun to walk to the Library to make use of the teen space. Trustee Pekarek asked about the dramatic increase in digital material use and Director LaVoie believes much of it can be attributed to the use of Freegal by the younger population. Several Board members inquired about the low turnout for some of the Tech classes. Director LaVoie thinks that changing the days and times they are offered may increase attendance. Trustee Pekarek suggested contacting Rita Sobeck-Lynch so that she could promote the classes to people looking to get back into the workforce.
- In the HVAC project update, Director LaVoie responded to trustees' questions about Jim Barnes' progress report. The project seems to be on schedule and the boiler installation should be complete before winter weather arrives.
- The Board discussed the persistent flooding/moisture problems in the backstage and storage room. Jim Barnes and Rick Dodd plan to study the Library blueprints to see if they can identify the source/s of the problem.
- Trustee Pekarek noted that some of the roof tiles are askew and suggested that General Roofing assess the whole roof when they come to work on the eaves.
- Director LaVoie recommended the Board budget for water damage repairs.
- Trustee Pekarek inquired about the possibility of the Library's renting space in the Proto-Loskey building. President Comstock reviewed the history of the Library's past failed attempts to negotiate a fair price for the building when there were grant monies available. Trustee Pekarek suggested the Library might want to re-open the conversation.
- Director LaVoie announced that Nic Gunning has received a \$1,000 grant from STLS Coordinated Outreach Services Advisory Council. Trustee Porter volunteered to write a congratulatory note on behalf of the Board.

- Children’s Librarian, Keturah Cappadonia, has applied for a grant which would allow the Library to host a STAR_Net Exploring Space traveling exhibit.
- Director LaVoie passed around the three proposals she received from prospective auditors. After discussion, the Board agreed to invite Ed Bysiek to attend the Finance Committee meeting on November 11, 2015 to present his proposal and respond to any questions trustees might have. The Board hopes that our next auditor will not only perform the required audit but also recommend “best practices.”
- As a result of the very successful Joyce Carol Oates author visit, Director LaVoie has been contacted by a reporter from *Buffalo Business First* magazine. He is writing a piece on rural libraries and wants to highlight the David A. Howe.
- Part-time desk clerk, Jackie Angel submitted her two-week notice. Her final day of work will be October 14, 2015.
- Director LaVoie advised the Board of the need to hire a part-time evening/weekend clerk. The position has been posted in the WDR and on the Library’s website.
- Director LaVoie also recommended the Library hire a part-time high school page. Discussion followed concerning other possible sources of help including Americorps volunteers and Wellsville High School seniors who need to fulfill their community service hours for graduation.
- Director LaVoie also recommended the Administrative Committee meet soon in order to address a recommendation from the State Comptroller’s Office. The recommendation is for the Library to draft an employment letter which would be given to all new hires. The letter would outline wages, hours, benefits, start date, and any other working conditions.
- Director LaVoie also believes the Administrative Committee should examine the Library’s current PTO policy and revise it so that it is in line with what other institutions offer to part-time staff.
- Director LaVoie informed the Board that in the process of auditing the Village’s participation in the NYS Retirement System, the State Comptroller’s Office is questioning the status of the Library’s charter as a municipal library. This is the same question that has been raised since the 1940’s with no resolution. After discussion, the Board felt that contacting both Senator Young’s and Representative Giglio’s offices might result in their advocating for the Library to have its charter modified to reflect its actual operation as an association library and grandfather the current employees in the NYS Retirement System. STLS attorney Seth Hiland will first review historical documents related to the situation and will meet with the board to recommend how best to move forward.
- Director LaVoie informed the Board that she had received a letter from a patron asking for a book (*Radiant Days* by Elizabeth Hand) to be reclassified and removed from the Youth section. Director LaVoie will respond to the patron’s concern and include a copy of the Library’s Policy on Materials Selection.
- Director LaVoie has received a request from a Houghton College student for a residence hall banquet in the Library. The Board will consider the request upon obtaining more information about the size of the event and clarification as to whether the event falls within meeting room guidelines and the Library’s overall mission of serving the community.
- Director LaVoie informed the Board that she would be away on vacation October 16-23rd.

Committee Reports: None

Friends Report:

- The Friends reported a balance of \$15,930.60.
- Thank you notes were sent to all restaurants that participated in Tuesdays on the Terrace.
- The Friends plan to return to selling tickets for the Dinner for Eight held in the Library as a future fundraiser.
- The Friends have recently donated \$1,268.78 in matching funds for the Manley Grant and \$1,230 for the purchase of a love seat and chair.

Old Business:

None

New Business:

- DAHPL trustee, Ed Pekarek, has been approved to sit on the STLS Board.

There being no more new business, GERALYN GOUGH made a motion to adjourn, ED PEKAREK seconded, and the motion carried.

Meeting adjourned at 9:21 AM.

Respectfully submitted,

Constance S. Synakowski, Secretary