

**Minutes of The David A. Howe Library  
Board of Trustees  
December 8, 2015**

**Present:** Donald Comstock, Mark Finn, GERALYN Murphy-Gough,  
William Joy, Ed Pekarek, Janice Porter, Anne Sobeck, Connie  
Synakowski, Voni Walker, and Michelle La Voie

**Absent:** No one

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

**Discussion and Approval of Minutes:** Motion by Don Comstock and  
seconded by Mark Finn to approve the November 2015 minutes.  
Motion carried.

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

- Director La Voie noted that the circulation statistics for November 2015 as compared to November 2014 were up in nearly all categories.
- She also noted that the staff continues to discuss ways to re-vamp the Tech classes to improve attendance. Trustee Porter suggested offering classes on Nooks, Kindles, and iPads after the holidays as people who receive them as gifts may want instruction.
- Trustee Pekarek suggested the Library may want to partner with Alfred State to offer classes in business applications to their students in such programs as culinary arts and building trades.
- Trustee Walker suggested polling the public in Howe Happenings to see what types of Tech classes they would be interested in.
- Director La Voie reminded the Trustees that the article on rural public libraries that features the David A. Howe will appear in the *Business First* magazine next Friday.
- In a building project update, Director La Voie told the Board that the HVAC project is on schedule and the boilers have been installed and are working well. Rick Dodd, Head of Maintenance, believes the Library may realize considerable savings in heating bills this winter.
- In Clerk-of-the-Works, Jim Barnes,' report he suggests that the Library wait until their contract with Smart Edge is up to hire the duct cleaning. He also suggested breaking up the air conditioning phase into smaller phases to make it more affordable by being able to pay for it over a longer duration. In addition, Director La Voie suggested that the Board postpone installing air conditioning until our current building project bills are paid.

- General Roofing has cleaned the gutters which were clogged with muck. Director La Voie hopes the gutter cleaning and the installation of heat tape will prevent any future water damage.
- Director La Voie announced that she received a generous \$1,500 donation from the Monday Club. Approximately \$100 is to be used toward the purchase of a wireless lapel microphone and speaker set, \$400 is matching funds for the Pilcrow grant, and the remainder is discretionary which will likely go towards Makerspace equipment.
- The debate over whether the David A. Howe functions as a municipal or an association library continues. The Office of the State Comptroller has copied all of the relevant documents and is studying the situation.
- Shell Exploration and Production Company has re-issued a check payable to the Library's endowment fund for \$183.28 in recognition of their lease rights on the Library's portion of the gas and mineral rights bequeathed in the Lillian Allen estate. The Library needs to decide whether to cash the check, thereby maintaining the lease. Ed Pekarek suggested the Board ask attorney, Marc Woltag to investigate whether the Library is being offered an adequate amount of money for the rights or whether another company may offer more. Don Comstock made a motion to do so, Janice Porter seconded the motion, and it carried.
- Director La Voie notified the Board that Brian Hildreth, STLS Director, advised against approving annual budgets in the future, until the tax increase that will be requested in the upcoming tax levy is approved. Director La Voie will forward the allowable tax increase to the Trustees, once it is known, for an online vote.
- Trustee Walker suggested publicizing how expensive it is to run the beautiful old building in the *Howe Happenings* simply to raise public awareness.
- Director La Voie announced that the Library has received a Moogan Foundation grant for \$1,000 that will be used for equipment in the new Makerspace, Children's Librarian, Keturah Cappedonia received an \$800 Pilcrow Foundation grant for which the Monday Club provided \$400 dollars in matching funds, and Auditorium Director, Eileen Tecza, was awarded a Community Arts Grant for \$2,500 that will provide partial funding for auditorium programming.
- In a personnel update, Director La Voie informed the Board that Wellsville High School student, Diana Kuzara, has been appointed to the position of Student Library Clerk effective November 15, 2015.
- Director La Voie reported that she has completed all of the staff evaluations.
- Ed Pekarek made a motion to go into executive session to discuss particular personnel. Connie Synakowski seconded, and the motion carried.

- Connie Synakowski made a motion to come out of executive session, Ed Pekaerk seconded, and the motion carried.
- In a motion made by Trustee Porter and seconded by Trustee Pekarek, the Board directed Michelle La Voie to award a year-end bonus in the amount of \$300 to a full-time staff member and a \$200 bonus to a part-time staff member based upon the employees' exceptional performance. The money will be awarded in the form of Chamber of Commerce gift certificates.  
The motion carried.
- Director La Voie informed the Board that she had received a formal request from a patron to re-classify a book currently housed in the YA section to the adult section.
- Trustee Pekarek moved to go into executive session to discuss particular personnel. Trustee Porter seconded the motion and it carried.
- Trustee Synakowski moved to come out of executive session, Trustee Porter seconded the motions and it carried.
- The Board requested that Director La Voie draft a letter to the concerned patron stating that the Board has determined that the book should remain classified as YA for the following reasons: the YA classification is already one classification higher than that suggested by the Library of Congress, the book has been carefully reviewed by two Library staff members who feel it is appropriately housed, and most importantly, it is the parents', not the Library's, responsibility to determine what is appropriate for their children to read.
- Janice Porter made a motion that Director LaVoie also draft a Request for Reconsideration of Library Materials policy for Board approval, Trustee Walker seconded the motion, and it carried.
- Director La Voie informed the trustees that the Village intends to remove the parking meters on Park which should alleviate both the staff members' and patrons' concerns about access to the Library.
- Director La Voie has been contacted by the executive producer of Fireball Run. He is interested in possibly including objects from the Library's Lincoln artifact collection in the scavenger hunt.
- Discussion ensued about the need to investigate ways to better preserve some of the Library's important collections.
- Trustee Synakowski volunteered to contact Laurie McFadden, archivist at Alfred University's Herrick Library, to ask for advice.
- Director La Voie informed the Board that the Allegany Historical Society has found new housing and will be out of the Library in a few months.
- On November 16, 2015, the Board voted unanimously to approve the appointment of Ed Bysiek, CPA, as the Library's new auditor. The contract will run for a period of three years at the fixed annual rate of \$4,500.

- On November 16, 2015, the Board voted unanimously to approve the Fiscal Year 2016 annual Library operating budget, as recommended by the Finance Committee.

**Committee Reports: None**

**Friends Report:** The Friends currently have a balance of \$17,957.32.

- They recently approved the following expenditures requested by Director La Voie:
  - \$500-instructional books to be housed in the Makerspace
  - \$200-YA books
  - \$200-popular TV show DVDs
  - \$100-beads
- The Friends will host the annual Trim-a-Tree party preceding the Saturday afternoon performance of The Nutcracker
- The Friends will once again sell tickets for Dinner for Eight in the Library to be catered by Wellsville Country Club.
- The Friends discussed the slate for January's annual elections of officers and the following slate was approved:

**President-Kris Bailey**  
**Vice President-Jodi Bailey**  
**Treasurer-Gina Elliott**  
**Secretary-Michelle Finn**

**Old Business:** None

**New Business:** The trustees are to complete Director LaVoie's annual performance evaluation using the online form and submit it to Trustee Walker by December 18<sup>th</sup>. The Administrative Committee will meet at 8:30 am on December 22, 2015 to compile the results

**Adjournment:**

At 9:35 am, President Comstock made a motion to adjourn. Trustee Pekarek seconded, and the motion carried.

Respectfully submitted,

Connie Synakowski,