

**Minutes of The David A. Howe Library Board of Trustees
November 10, 2015**

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

Absent: Mark Finn (Vice-President), Janice Porter, Connie Synakowski (Secretary)

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

Discussion and Approval of Minutes: Motion by William Joy and seconded by Anne Sobeck to approve the October 13, 2015 minutes. Motion carried.

Director's Report: Discussion on the following items:

- Director Michelle LaVoie noted that the October 2015 Profit & Loss Statement shows a decrease of \$16,000 in salaries and wages from this time last year. This year's number still includes three months of salary for retired Children's Librarian Lois Bulger, and the severance pay for former Technology Coordinator Allison Midgley. Overall expenses for 2015 are down approximately \$21,000 from this time last year.
- La Voie pointed to the strong achievements being made by Teen Coordinator Eric Mikols and Children's Librarian Keturah Cappadonia in reaching out to local schools and organizations that provide services to youth. In particular, a strong partnership has been forged between the YMCA's after school program and the Library's after school programs for youth. Also, book clubs and other activities between the Library the Immaculate Conception School have been well received. Once a new librarian is hired at the Wellsville MS/HS, Eric hopes to renew his earlier outreach efforts to the school.
- In the HVAC project update, LaVoie noted that there was an error in Jim Barnes' initial October progress report to the Board—the condensate pumped was received but not yet installed. However, Tag is onsite this week, and work on Phase 3 is expected to be largely complete by Friday, November 13, 2015. The steam boiler system will be tested on Thursday, November 12, 2015.
- La Voie reported that Elva Cornell is no longer doing reupholstering work, and therefore the best option may be to take the two chairs in the Local History Room to the Fabric Barn in Williamsport, PA. Trustee Anne Sobeck offered to contact an upholsterer in Bolivar, NY, about the chairs and will let La Voie know if she can provide a quote to the Library.
- La Voie reported that Jim Barnes has approved another application for payment from SmartEdge for work on Phase 3 of the HVAC project, in the amount of \$123,151.16. Currently, the Library's Capital Projects account has \$63,270.83. Unless the Harriett Bradley Estate money is received by the Library within the next two-three weeks, it will be necessary for the Library to request additional financing from Community Bank.

Trustee Ed Pekarek offered to look into the status of the Estate, as Steuben Trust informed La Voie on November 9, 2015, that the Estate is currently in court.

- La Voie notified the Board that the Library received \$5,000 in bullet aid this year, an increase of nearly 50 percent from 2014. A thank you letter has been sent to Senator Young.
- Board President Donald Comstock offered to write a thank you letter to the sponsors of the PGA/Wellsville Country Club Golf Pro tournament, which donated \$400 to the Library in October.
- Jessica Hyland-Wieszczyk was hired for the position of part-time clerk. She will work approximately 18 hours per week. Her first day will be November 11, 2015. Thirty-two candidates applied for the position, of which 5 were interviewed.
- Due to the State Comptroller's Office (OSC) recommendation that all new employees be provided with a letter of employment, listing wages, benefits, and other working conditions, the Administrative Committee met on October 29 to discuss benefits currently offered to part-time staff. During one of the recent visits by the auditors from the NYS Retirement System with the OSC, the auditor pointed out that DAHPL offers unusually generous Paid Time Off (PTO) benefits to its part-time staff. This prompted the Administrative Committee to ask Director La Voie to poll similar sized libraries (in terms of chartered population and/or budget) in the Southern Tier Library System and the neighboring Chautauqua-Cattaraugus Library System. La Voie found that DAHPL offers PTO benefits above and beyond what is offered in other libraries. Some of the larger libraries, including the Olean Public Library either do not offer PTO benefits of any kind to part-time staff or are in process of eliminating those benefits. Other problems with this benefit include scheduling difficulties, professional staff having to cover for support staff, and paying support staff to cover shifts when other support staff members use PTO.

Trustee Voni Walker made a two-part motion to, 1. eliminate all PTO benefits, except for 3 bereavement days, for part-time employees hired on or after November 10, 2015, and 2. to phase out all PTO benefits including paid holidays for existing part-time staff over a 3 year period. The Library's Personnel Policy will be amended to reflect this change and to explain how the phasing out of PTO for existing part-time staff will occur. All part-time staff will continue to receive 3 bereavement days annually, which cannot be carried over. Ed Pekarek seconded the motion which passed unanimously. Board President Donald Comstock will draft a letter notifying part-time staff of the decision.

- The Director followed up on an earlier request from a Houghton College student requesting use of the Library for a residence hall banquet. The Board requested information about the size of the event. The student responded that approximately 125 people will attend. Trustees expressed a desire to work with area educational institutions to foster positive relationships with them. However, the Director should acquire additional information from a staff member of the College to ensure that there will be adult chaperones at the event and that no alcohol will be served.
- The Library conducted a survey of patrons as part of the development of the Five Year Strategic Plan. It ran for 6 weeks, September 21 through October 31, and was available in both print and electronic formats. A total of 35 responses were received, most of which were positive and included written comments. The Strategic Planning Committee will

meet before the end of the year to review the responses to determine if any final changes should be made to the Five Year Plan before it is released to the public in 2016.

- The Village began ticketing cars along Park Street on October 14, leading to many patrons, staff members and contractors receiving parking tickets. The Director contacted the Village to express disappointment that the Library had not been notified of the decision. The Village Clerk and Mayor Lynch apologized for the oversight and offered to forgive all tickets given to staff members or contractors. The Village wants the Library to create parking permits for patrons to use the public lot, and said it will instruct the Village police to ticket illegally parked cars. The Village also offered to give permits for parking at the meters to staff members. Trustee Mark Finn discussed the impracticality of issuing permits to patrons, and that they would not resolve the problems with the meters. Trustee Ed Pekarek believes the Village may be considering other options for the metering situation that will hopefully resolve the problems for the Library.
- On November 1, 2015, an elderly patron fell in the lobby area outside of the Auditorium and sustained a knee injury and abrasions to his face. Auditorium Director Eileen Tecza filled out an accident report and filed it with Director La Voie.

Committee Reports: None

Friends Report:

- The Friends reported a balance of \$14,582.90. However, the money raised from the sale of JCO reception tickets was not yet counted. It will be included in next month's Treasurer's Report.
- The Friends paid for additional lighting in the downstairs restrooms. Rick Dodd installed for a cost of \$344.58
- The large trees for the front doors will be delivered and set up on Saturday, November 21. Take down will be January 2.
- Kris Bailey contacted the Wellsville Country Club to ask if they will cater the Dinner for Eight fundraiser in 2016. Tickets will be printed in January.
- The annual Trim-a-Tree event will be held on December 12, from 11:30-12:30. This will be followed by a performance of the Nutcracker ballet in the Auditorium at 1:00.
- The Friends approved \$600 in funding to help support the Nutcracker. This is double what they gave for the event last year.
- The December mailing will include a letter from Tim Colligan in his role as a former Library Trustee. The letter will include year-to-date donations the Friends have made to the Library.
- The Friends will serve hot cocoa at the Library as part of the Light the Night ceremonies on December 3. The Library will stay open an additional hour so that people can watch the fireworks from the back terrace.

Old Business:

None

New Business:

None

There being no more new business, Ed Pekarek made a motion to adjourn, Voni Walker seconded, and the motion carried.

Meeting adjourned at 9:07 AM.

Respectfully submitted,

Michelle La Voie, Director (substituting as Secretary due to Connie Synakowski's absence)