

**Minutes of The David A. Howe Library  
Board of Trustees  
January 12, 2016**

**Trustees Present:** Mark Finn (Vice-President), GERALYN MURPHY-GOUGH (Treasurer), William Joy, Janice Porter, Anne Sobeck, Connie Synakowski (Secretary), and Michelle LaVoie (Director)

**Absent:** Don Comstock (President), Ed Pekarek, Voni Walker

**Call to Order:** Vice-President Mark Finn called the meeting to order at 7:33 AM.

**Discussion and Approval of Minutes:** Motion by Trustee Gough and seconded by Trustee Porter to approve the December 8, 2015 minutes. Motion carried.

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

- The Board discussed December's circulation and program statistics. Director LaVoie informed the Board that Technology classes will be reduced to four a month. The new classes will be designed for both beginner and advanced users.
- Director LaVoie also noted that many of December's auditorium programs were very well attended, especially the Nutcracker and the holiday musical performances.
- As the Board enters a new year, Director LaVoie took time to review a few of DAHPL's 2015 major accomplishments. One of the most significant is the dramatic increase in the Library's community outreach efforts. These efforts include providing library books to Meals on Wheels recipients, donating books to the County jail, depositing collections at managed care facilities and the Creative Arts Center, and establishing collaborative relationships with local schools, colleges, Head Start, the YMCA, and the Wellsville Farmer's Market.
- In a building project update, Director LaVoie informed the trustees that fine-tuning and fixes continue to the new boiler system. Director LaVoie has been trained to operate the system remotely. The heat coil in the main AHU froze and burst and had to be repaired (and a vent in the attic had to be reprogrammed to close below a certain temperature), but overall the project is proceeding according to schedule.
- Director LaVoie reported that the search for an upholsterer to cover and repair the two comfortable chairs in the Local History Room continues. Bonnie Dean, an upholsterer in Bolivar, will be away until April. Trustee Sobeck knows of an upholsterer in Bradford, PA and volunteered to get an estimate from him.

- In grant news, Director LaVoie announced that the 2015 round of New York State Construction Aid grants will be announced in the spring. Director LaVoie recommends that the Board prioritize potential projects that would be substantially financed through grant monies and not require any additional financing.
- Vice President Finn will call a meeting of the Buildings and Grounds Committee to formulate a list of potential projects to bring to the Board for their approval. Potential projects might include repairing the water damaged walls in the auditorium and the County Room, providing handicapped accessibility throughout the building, and duct cleaning.
- Trustee Porter suggested that the County Room might be made accessible via a ramp, however, building codes would have to be determined before such a project could be undertaken.
- In other grant news, Director LaVoie met with representatives from the Southern Tier Fiber Arts Guild, the Allegany Arts Association, and The Daughters of the American Revolution to discuss partnering for a grant from the Mid-Atlantic Fiber Association. The groups are interested in offering classes in the fiber arts in the Library's Makerspace. The group discussed the possibility of using grant monies to purchase looms, supplies, and instructor salaries.
- At 8:00 AM Secretary Synakowski moved to go into executive session for the purpose of discussing contractual information and particular personnel. Trustee Porter seconded the motion and it carried.
- Secretary Synakowski moved to come out of executive session at 8:20 AM. Trustee Porter seconded the motion and it carried.
- Director LaVoie received an "intent to retire" letter from Auditorium Director Eileen Tecza effective February 29, 2016.
- After discussion, the Board agreed to create a new position entitled Assistant Director and Head of Public Services which will combine many of the duties of Head of Circulation and Adult Services with those of the Auditorium Director. The new job title would have a standard 7 hour work day.
- Secretary Synakowski moved to offer Nic Gunning the new position of Assistant Director and Head of Public Services with an accompanying raise of \$7,500. Mr. Gunning's performance in this new position will be reviewed at the end of a year with a possible increase in salary. Trustee Porter seconded the motion and it carried.
- Trustee Porter also moved to create a new position entitled Circulation Operations Manager which would move one part-time staff member to full-time and which will be posted internally. This new job title would also have a standard 7 hour work day. Trustee Sobeck seconded the motion and it carried.
- The Administrative Committee agreed to meet on January 14, 2016 at 1:00 PM to create job descriptions for both new positions.

- Director LaVoie informed the Board that an auditor from the NYS Retirement System recommends the Board establish a standard work day for all David A. Howe Public Library employee titles.
- Secretary Synakowski made a motion for the Board to adopt the following slate of Library employee titles and standard work days:

<b>Title</b>	<b>Standard Work Day</b>
Library Director	7 hours/day
Auditorium Technician	7 hours/day
Children's Librarian/ Head of Children's Services	7 hours/day
Library Clerk	7 hours/day
*Main Desk Supervisor	7 hours/day
*Technology Coordinator	7 hours/day
**Auditorium Director	7 hours/day
**Head of Circulation and Adult Services	7 hours/day
Senior Clerk: Bookkeeper/ Materials Processing Manager	7 hours/day
IT Technician	7 hours/day
Head of Maintenance	8 hours/day
Technology Trainer/ Coordinator of Teen Services	7 hours/day
Custodian	7 hours/day
Page	7 hours/day
Student Library Clerk	7 hours/day

\*Job titles that existed previously, during the period encompassed by the NYSERS audit, but that have since been eliminated.

\*\*Job titles that were replaced on 1/12/16.

Trustee Porter seconded the motion and it carried.

- Director LaVoie informed the Board that in a conversation with Earl Johnson, Village of Wellsville Treasurer, regarding the NYS Retirement System audit and possible future audits by other government agencies, he recommended the Board consider hiring Frank Cania who works for HR Driven out of Fairport, NY. Mr. Cania would review the Library's personnel policies and advise the Board of required changes. The Village has used his services in the past. His fee is \$2,400. After discussion the Board agreed to table this issue until Trustee Walker returns.
- The status of the DAHPL charter remains unresolved. In spite of language in old documents which refers to the Library as "an Association," the NYSERS continues to refer to the DAHPL as a municipal library. Director LaVoie feels this may be an indication

that the NYSERS will determine that the Library is a part of the municipality.

- Director LaVoie, Secretary Synakowski, Head of Adult Services Nic Gunning, and Alfred University archivist Laurie McFadden met on December 21<sup>st</sup> to begin a conversation about cataloging, preserving, storing and promoting the Library's special collections. Ms. McFadden suggested developing a step-by-step strategy for dealing with one special collection at a time and made recommendations about historical preservation resources, archival storage products, and contacts at Cornell University who could help with the Lincoln and the egg collections.
- Trustee Porter moved that the egg collection, because of its fragile nature be the Library's first priority and that the Director contact the Cornell Ornithology Department for their input and advice. Trustee Joy seconded the motion and it carried.
- On December 18, 2015 the full Board voted to approve a 2.73% increase in the May 2016 Library budget vote.

### **Committee Reports:**

#### **Administrative Committee:**

- The Administrative Committee met on December 22, 2015 to compile the Board members' input and to complete Director LaVoie's annual evaluation.

#### **Friends Report:**

- The Friends donated \$1,900 to the Library to purchase chairs and tables for the Makerspace.
- The fundraiser raffle tickets for the Dinner for Eight in the Library are now on sale.
- Due to the success of the Tim Colligan fundraising letter, the Friends are considering asking future "guest writers" to compose their requests for donations.

#### **New Business:**

- March 2016 will be the last Board meeting for Trustee Joy. Trustee Gough agreed to reach out to Laurie Hennessey to see if she might be interested in serving.

#### **Adjournment:**

At 9:45 AM. Trustee Gough made a motion to adjourn. Vice-President Finn seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary