

**Minutes of The David A. Howe Library  
Board of Trustees  
March 8, 2016**

**Trustees Present:** Donald Comstock (President), Geralyn Murphy-Gough (Treasurer), William Joy, Janice Porter, Anne Sobeck, Connie Synakowski (Secretary), and Michelle LaVoie (Director)

**Absent:** Mark Finn (Vice-President), Ed Pekarek, Voni Walker

**Call to Order:** President Don Comstock called the meeting to order at 7:30 AM.

**Discussion and Approval of Minutes:** Motion by Trustee Porter and seconded by Trustee Gough to approve the February 9, 2016 minutes. Motion carried.

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

- The Board discussed February's circulation and program statistics.
- Director LaVoie informed the Board that in continuing the Library's outreach efforts, the children's librarian, Keturah Cappadonia, is going to Headstart to read to the children there. There has also been contact with Jones Memorial Hospital so new parents in maternity and in childbirth classes are receiving books, early literacy information, and are being signed up for library cards. Deposit collections of paperback books for longer-term patients are being prepared by Assistant Director Nic Gunning in coordination with JMH's volunteer coordinator.
- In other news from the Library, Director LaVoie announced that Nic Gunning has arranged for award-winning author Alexander McCall Smith to speak at the Library on Thursday, October 20, 2016. The Library will once again collaborate with Houghton College and the Friends to fund this author visit.
- Director LaVoie announced that Becky and Reid Miller, Latter Day Saints missionaries, have generously donated a puppet theater to the Children's Room, and have also volunteered to order and plant the Library's flowers again this spring.
- Clerk of the Works Jim Barnes reported that a new buffer tank, to replace the original that keeps leaking, has been sized but not quoted. The Library believes it should not be responsible for the cost of the new tank, as the size of the original was an engineering error. Clerk of the Works Barnes is currently negotiating with SmartEdge in an attempt to settle the dispute.
- The Building and Grounds Committee met on February 15, 2016 to discuss and prioritize possible projects for this year's New York State

Construction Aid grant application. The committee decided the building leaks should be addressed first in an attempt to preserve the building. Director LaVoie and Head of Maintenance Rick Dodd will seek contractors to assess the problems and provide quotes for repair.

- Director LaVoie informed the Board that children's librarian Keturah Cappedonia, received word that DAHL is one of three recipients of a Bookapalooza grant offered by the Association for Library Service to Children. The Library will receive approximately 1,000 free books, audiobooks, movies, and music recordings for children ages birth-14. In other grants news, \$1,000 was awarded to the Southern Tier Fiber Arts Guild by the Mid-Atlantic Fiber Arts Association, to fund a series of collaborative programs offered by the DAHPL, the Southern Tier Fiber Arts Guild, and the Allegany Arts Association, which will run in the Library's Makerspace and County Room.
- A community reception to honor recently retired Eileen Tecza will take place in the Library on Thursday, March 10 between 5:30 and 6:45 PM in the Monday Club Room.
- The creation of office space in the County Room for Darlene Sherwood will necessitate that the GED classes be moved to the Monday Club Room. To increase security in the County Room area, Director LaVoie will speak to Rick Dodd about installing a lock on the outside of the doors leading to the County Room from the garage and shutting and locking the garage doors during the day.
- The status of the DAHPL charter still remains unresolved. In order to underscore the Library's position that it is an association library rather than a municipal library, Director LaVoie recommends that Trustees continue to sign the oath of office as required by all public libraries, but discontinue its practice of sending trustees' names to be approved by the Village Board.
- Trustee Porter moved to approve Laurie Hennessy as a new trustee to fill the vacancy left by William Joy. Trustee Gough seconded the motion and it carried.
- Director LaVoie will contact the Cornell University Museum of Vertebrates to discuss trading egg collections, and perhaps donating specimens from our collection for scientific research, if our collection was donated without restriction. LaVoie will research the original gift.
- In preparation for DAHPL's participation in Fireball Run this September, Director LaVoie did research on the Lincoln letter donated to the Library by Clifford Coyle. As a result of her sleuthing, Director LaVoie learned that the Library's Lincoln letter is most likely a forgery written by a notorious forger named Joseph Cosey. Fireball Run is still interested in the letter and its story.
- On Thursday, February 11, 2016 Director LaVoie, Assistant Director Nic Gunning, Head of Children's Services Keturah Cappedonia, and Borad President Donald Comstock met with Allegany ARC Director Mike Damiano and members of his staff to discuss both the Library's

concerns and its desire to provide collaborative programming to the ARC clientele. The meeting went very well, several issues have already been resolved, and plans are underway for coordinated adult programming in the Library.

- On February 26, 2016 the Board of Trustees voted electronically to approve the STLS Free Direct Access Plan for 2017-2021.
- Director LaVoie submitted the Annual Report to NYS to the NYS Department of Library Development, as well as the Library's Annual Financial Report to the Office of the State Comptroller, both for the year ending 12/31/2015.

### **Committee Reports:**

#### **Financial Committee:**

- The Financial Committee will meet on Friday, March 18<sup>th</sup> with Ed Bysiek to review the completed 2015 audit.

#### **Friends Report:**

##### **The Friends:**

- Have a current balance of \$19, 345.78.
- Received a \$2,500 donation from the Belovsky Foundation.
- Will supply the refreshments for Eileen Tecza's retirement reception.
- Will cover the cost of archival framing of the posters in the Children's Room.
- Will donate \$3,000 toward the Alexander McCall Smith author visit.
- Will donate \$1,487.50 toward the purchase of a new table and chairs in the main reading room.
- Will draw the winning Dinner-for-Eight raffle ticket next week.
- Are planning a fundraising raffle for Balloon Rally Weekend.

##### **Old Business:**

- Trustee Gough made a motion to cash the checks from Shell and leave our mineral rights agreement from the Lillian Allen Estate as it is for the time being. Trustee Porter seconded the motion and it carried.

##### **Adjournment:**

At 8:50 AM. Trustee Porter moved to adjourn. Secretary Synakowski seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary

