

**Minutes of The David A. Howe Library
Board of Trustees
June 10, 2016**

Trustees Present: Donald Comstock (President), Mark Finn, (Vice-President) GERALYN MURPHY-GOUGH (Treasurer), Laurie Hennessey, Anne Sobeck, Connie Synakowski (Secretary), Voni Walker, and Nic Gunning (Interim Director)

Absent: Ed Pekarek

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

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Porter to approve the May 5, 2016 minutes.
Motion carried.

Director's Report – Discussion on the following items:

- Interim Director Gunning reviewed the May circulation statistics. Trustee Sobeck expressed concern about the decline in numbers in children's programming.
 - It was agreed that there is a need for increased advertising for these events. Discussion followed during which several possibilities for new advertising sites were suggested such as grocery stores, day care, churches, home school programs, Facebook, and email teasers.
- Trustee Porter reported that after attending the STLS focus group meeting which is working on its 5 year strategic plan, she advises the Friends to apply for a 5013C.
 - 5013C status would allow large donors to claim their donations on their taxes.
 - The application process is complicated but might be expedited
- Interim Director Gunning noted that the Library's continued efforts at expanding outreach services have been a success. The Library has expanded its partnership with Manor Hills and is reading to seniors. It is also offering monthly movies for both seniors and for ARC clients.
- Teen programming at the DAH is also growing. The Anime group is very popular. This unique group was recognized in print in the NYLA "Members on the Move" section.

- In a personnel update, Interim Director Gunning praised Nikki Gordon for her help with day-to-day supervision during this time when everyone has taken on new responsibilities.
- A 2.73% tax increase for the DAH was approved by the voters during the 2016 school budget vote. The increase represented a 72% voter approval.
- The Board reviewed a quote for a riding lawn mower and several optional attachments. It was agreed that the cost of a riding mower was not in this year's budget. Trustee Porter suggested that we track the number of man hours spent shoveling and mowing so the Board has a perspective on possible cost savings for future budget planning.
- Again this year, members of the Church of the Latter Day Saints provided flowers at a discounted rate and volunteered their services to do the planting. The Board would like to acknowledge their help and recognize the beauty their work has added to the Library.
- Children's Librarian, Keturah Cappedonia has submitted the Library's request for funds from the Manley Grant. This year's award, should the Library receive it, will go toward teen software.
- Interim Director Gunning informed the Board that in order for Keturah to complete the 2017 New York State Construction Aid Grant there needs to be a meeting of the Building and Grounds Committee called soon to clarify the Board's priorities.
 - The Building and Grounds Committee members agreed to meet on June 17th at 11 AM when Clerk-of-the-Works Jim Barnes is available to attend.
- Interim Director Gunning reminded the Board of several upcoming summer events which include reading programs for three different age groups, Tuesdays on the Terrace which will run from July 12 through August 16, and Music on the Lawn on Thursday evenings from June 23-August 11..
- In an update on special collections, Interim Director Gunning notified the Board that Cornell will provide 50 plastic containers for displaying the egg collection. Trustee Hennessey reported that the Friends are expecting a final estimate for two display cases.
 - Forrest Shaner has appraised the pocket watch collection and Interim Director Gunning is awaiting his final report.
- Interim Director Gunning informed the Board that some questions around the need for an unattended children policy and possible revisions to the room usage have arisen.
 - The Administrative Committee agreed to meet on June 29th at 4:00 PM to discuss the above policies.
- Houghton has requested the use of the Library for its Resident Life dinner on November 3rd.

- Vice-President Finn made a motion to allow this “no-fee” exception to the Library’s building use policy in light of the mutually beneficial working relationship the Library has established with the university. Trustee Walker seconded the motion and it carried.

Committee Reports:

None

Friends Report:

The Friends:

- Have a current balance of \$15,593.32
- Approved \$1,500 for additions to the adult level book collection
- Have decided on a raffle for a Yeti cooler filled with alcohol for their Balloon Rally Weekend fundraiser. The drawing will be held at the end of the day.

Old Business:

- Minutes from the Special Meeting of the Board of Trustees held on May 9, 2016 were distributed.
- President Comstock reminded the Board that the application deadline for the Director’s position is June 30, 2016.
- The full Board approved (via electronic voting) the changes to the MOTL contract as requested by Richardson and Stout.

Adjournment:

At 9:46 AM. Vice-President Finn moved to adjourn. Trustee Hennessey seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary