

**Minutes of The David A. Howe Library
Board of Trustees
September 13, 2016**

Trustees Present: Mark Finn, (Vice-President), GERALYN MURPHY-GOUGH (Treasurer), Janice Porter, Anne Sobek, Connie Synakowski (Secretary), Voni Walker, and Nic Gunning, (Interim Director)

Absent: Don Comstock (President), Laurie Hennessey, Ed Pekarek

Call to Order: Vice-President Mark Finn called the meeting to order at 7:34 AM.

Discussion and Approval of Minutes:

A motion was made by Trustee Porter and seconded by Trustee Walker to approve the August 9, 2016 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning thanked the trustees for selecting him for the Director's position.
- Director Gunning presented the August circulation report. Total circulation was down compared to August 2015.
- News from the Library...
 1. Director Gunning reported that preparations for the October 20th Alexander McCall Smith visit are well underway. McCall Smith is on a 10 day tour of the US and the DAHPL is one of his stops. The format for the author's visit will be the same as it was for that of Joyce Carol Oates. There will be a dinner on Thursday evening at L' Italia before the author's presentation. Any trustees who wish to attend the dinner should notify Director Gunning. Following the dinner, McCall Smith will speak in the Nancy A. Howe Auditorium. There will be 100 reserved seat tickets sold. A reserved seat ticket will allow the purchaser to attend the reception in the Library following the talk. The remaining 200 auditorium seats will be free to the public on a first-come first-served basis. Houghton College has graciously donated \$7,000 toward the event.
 2. Alfred State students came to the DAHPL on Community Action Day and donated their time to weeding non-circulating materials from the stacks.
 3. Director Gunning reported that the annual fire alarm system test has taken place and the Library passed with no problems.
 4. The Library will be open on Sunday, September 25th from 10-11 AM for the Fireball Run stop. No materials will circulate at that time.
- News from Teen/Tech Coordinator Erik Mikols...
 1. He spoke to the Rotary Club about how to use the Library's digital collections such as Freegal and Overdrive. The presentation was well-received.
 2. Teen Library users continue to increase in numbers and there is a need to provide them with more space. Discussion followed about whether the Teen Space could be moved upstairs. Questions about the fact that there is only one means of egress from the upstairs arose and the trustees brainstormed possible

solutions. Director Gunning will check with Code Enforcement Officer Jo Fenske regarding the fire code regulations and the possibility of using a chain ladder as a second means of egress in the event of a fire.

3. Teen/Tech Coordinator Mikols hopes to start an evening computer game club for teens.
 4. The Library's Manga collection has grown increasingly popular and is bringing new teen users into the Library.
 5. Tech classes continue to be poorly attended. Director Gunning suggested it is time to re-think how and what the Library is offering.
- News from Keturah Cappedonia, Youth Services Coordinator...
 1. The Fancy Nancy Tea Party was a huge success this year. 50 children participated. The event was catered by Nancy Myers from Duke Tea House. Along with the food, Ms Myers provided an etiquette talk. The event was funded by the Friends and volunteers from the Wellsville Girls Soccer Team helped out.
 2. Wearing the special costumes on loan from STLS, Youth Services Director Keturah Cappedonia and Erik Mikols, provided a special story time based on the popular children's series *Elephant and Piggie*.
 - News from buildings and grounds...
 1. General Roofing installed the drain tie-offs.
 2. The new steam boiler was test-fired and is working.
 3. Discussion arose about the unsightly crumbling masonry steps at the front of the building. The trustees suggested that Director Gunning contact Alfred State masonry program to see if someone will come and assess what should be done to repair them.
 - News on grants and scholarships..
 1. The Library has submitted a grant to the Allegany Area Foundation in the amount of \$800 for the purpose of funding replacement chairs at the public computer workstations.
 2. Director Gunning attended an informational session for the 2017 CCAG grant which provides the funding for auditorium programs. He is working on putting together the slate of programs for 2017.
 3. Keturah Cappedonia and Erik Mikols applied for and received NYLA scholarships to attend the 2016 NYLA conference.
 4. Keturah Cappedonia also applied for a scholarship to attend the mid-winter meeting of the Association of Library Services to Children.
 - News on special collections...
 1. Vanya Rowther from Cornell University has identified the eggs and accompanying field notes from the Munson Collection that he will take to Cornell to use for scientific research. Dr. Rowther will give a talk on Natural History Collection in the auditorium on November 8th.
 2. Discussion arose about the possibility of selling some of the pocket watches from the Palmer Collection. Trustees suggested asking Forrest Shaner if he is aware of potential buyers and displaying the watches during Allegany County History Week to see if a patron might express interest in purchasing.

Committee Reports:

- The Administrative Committee will meet on Wednesday September 21st at 8 AM to review and revise policies.

Friends Report:

The Friends:

- Are planning and preparing for the Alexander McCall Smith visit.
- Have purchased two display cabinets for the Library.

Old Business:

New Business:

- Director Gunning has received a letter from local business owner, Heidi Mangels, requesting the use of the auditorium for her dance program. A lengthy discussion about the Library's current auditorium use policy ensued. Trustee Porter made a motion to amend the current policy (effective January 1, 2017) to state that "**For Profit**" organizations will be charged a \$50.00 booking fee and \$50.00 per hour use fee whether the Library is open or closed. The fees for hourly use will be due within 30 days after the event. The "**Not For Profit**" hourly use fee will be \$35.00 per hour. Trustee Walker seconded the motion and it carried. Trustee Walker volunteered to write a letter to Ms. Mangels advising her of the Library's response.
- Trustee Porter expressed dismay at the state of the Library's flower beds. Trustees agreed that with the Millers leaving there is a need for more help to maintain the gardens. Director Gunning will contact Linda Fanton from the Wellsville Garden Club, or Diane Fagergren to see if there is a possibility of low cost or volunteer help.

Adjournment:

At 9:27 AM. Trustee Porter moved to adjourn. Trustee Sobeck seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary