

**Minutes of the David A. Howe Library
Board of Trustees
October 11, 2016**

Trustees Present: Donald Comstock (President), GERALYN Murphy-Gough (Treasurer), Ed Pekarek, Janice Porter, Anne Sobeck, Voni Walker, and Nic Gunning (Director).

Absent: Mark Finn (Vice-President), Laurie Hennessy, Connie Synakowski (Secretary).

Call to Order: President Donald Comstock called the meeting to order about 7:30.

Discussion and Approval of Minutes: Janice Porter noted two corrections: spelling of Hennessy and responsibility for contacting possible gardening help was hers, not Director Gunning's.

A motion was made by Don and seconded by GERALYN to approve the September 13, 2016 minutes as amended. Motion carried. Don asked for someone to take minutes of this meeting. Janice reluctantly agreed.

Director's Report: Added news and discussion on the following items:

Statistics: on par with 2015, with exception of digital. Director Gunning still feels that the drop is due to the quality of the selections that can be downloaded. He has been advocating for more best-sellers. He is hoping that his position on the STLS Director's Council will give him more leverage on selection of digital offerings. *Computer usage drop is due to logging on of only unique users. Ed asked if minutes and hours of computer usage could be logged. * Everyone agreed with the director's suggestion that wi-fi be left on when the library is closed. *Borrowers added were adult.

Programming: Children's programming low numbers are still a problem. *No one signs up for tech classes. So they will be discontinued. One-one-one classes preferred and currently run by Eric for 8 slots week. Voni thinks we should have night time classes or slots available. Ed proposes any tech course content that is a power-point could be available as a webinar. * In Voni's business, she constantly has requests for resume help, but no one attends at the library when a resume writing class is offered.

News from the Library: (All in addition to the printed Director's Report)

Departmental Reports:

General, Adult Services and Auditorium: Nic Gunning

1) History Week

This was so successful organizers are planning another for next year. (Next year, Nic will find a way to have the exhibition room open more hours for afternoons and evenings.) Refitted card-catalog case for H-B dueling pistols was an often noted success. * He feels that the opening reception and all auditorium events for history week should be advertised by DAH as well as the coordinators of history week for even better attendance. *Nic's 3 tours of the library were for students and their teachers. They also saw "This is Wellsville" in the auditorium. * Nic reported that the Fireball Run event on Sunday after history week went smoothly. Much film footage of the library was taken.

Janice mentioned that perhaps Eva Heaney's archival framings of the Lincoln materials could be displayed. They are back in the safe.

2) Programming for AMS

That DAH is included in Alexander McCall Smith's 9 day tour is an achievement. Arrangements completed. Tickets for reception afterwards are available at front desk of DAHL. *Director Gunning again invited trustees to the dinner with AMS immediately before the auditorium presentation. The dinner will be at L'Italia, buffet style, 5 PM, around \$20 per person. He needs to know if anyone will attend from the Board. *Funding: shared by DAHL, Friends of DAHL and Houghton College. Friends will likely make up their investment in ticket sales for the reception. Houghton College will provide music for the reception, catered by the Country Club. Friends will be at the door to provide will-call tickets. AMS's presentation will start at 7, and will include readings and Q&A. Reception 8-9. *Nic will accompany AMS on his programming at Houghton and be his host here. Houghton is providing transportation for AMS. *Recording of AMS's auditorium presentation might be accomplished for archival purposes. All details must be approved by Random House. *Independent bookstore Burlington Books from Perry, NY will be at DAHL to sell copies of AMS's books. *Nic is trying to advertise wherever possible, including fliers that will be handed out everywhere, including the Chamber of Commerce's mystery dinner. The Olean Library is making a big publicity push, also. Nic is using facebook to make sure all interested persons realize that this event is not a lecture on AMS, but that AMS will be here in person. *Ed, Nic, and Eric will make an advertising pitch at the STLS annual dinner where Ed will be presenting Nic and Eric's award. (Speaking of podcast awards {best use of social media} Nic reported that podcasts are now being downloaded in England and Australia.) Cuba Patriot and Alfred Sun will run articles on AMS's visit. Janice suggested Nic try to contact Mary Kunz at the Buffalo News, since the editor of "Gusto" is not responding.

3) Upcoming Programming:

Nutcracker Ballet will have 3 shows. It will also be tied into the trim-a-tree activity with Nutcracker participants in costume. (Same ballet company plans to do Paper Moon production, to be scheduled for spring) * Hopefully many eggs displayed in our new case will be in the lobby of the auditorium for Dr. Rowher's talk on our egg collection. Nov 8.

4) Howe Happenings

Emailed to everyone who has a STLS email address. None mailed. Print copies being picked up by patrons. Nic has worked to make Howe Happenings have a different presentation. Available to participants in Meals on Wheels, and Janice suggested nutrition sites as well. Annual cost for mailing has become prohibitive (about \$3,000, not counting printing.) Staff working to find the best way of presenting up coming programming, including movies, and department news. But printed format is still necessary for annual report. Nikki will be taking over much of the work on Howe Happenings. This is now part of her job description. Ed mentioned the schools and the hospital as potential sites (partners) for Howe Happenings distribution.

Teens and Tech Training: Eric Mikols In addition to the news from Eric, Nic added that Eric is seeking funds for food for the Anime Club and has contacted TOPS.

Youth Services: Keturah Cappadonia In addition to the news from Keturah, Nic added that he is very concerned about the numbers of attendees for Sept. programming.

Building and Grounds: In addition to news presented, Don had talked to firemen who said that if Jo Penske approves the rope ladder for upstairs 2nd egress , they are fine with her judgment.

Grants, Scholarships, and Funding: All good news.

Special Collections: In regard to the watches DAHL might sell, Don has talked with an antiques collector who has given him the name of a Buffalo buyer.

Budget: Tax Cap override resolution will be voted on at the November meeting after the finance committee works on the 2017 budget in collaboration with Nic and Darlene, our bookkeeper. We can rescind the resolution if it is not needed.

Personnel: Nic informed us that he is hiring two student workers (as pages) at minimum wage. 30 teens have applied. 2 will be hired for a total of 8 hours, working in adult and children's areas. Staff evaluations are underway.

Motion by Ed, seconded by Voni to go into Executive Session. Motion carried. Motion by Ed, seconded by Janice to go out of Executive Session. Motion carried. Motion by Geralyn, seconded by Ed, that any grant requiring matching funds should have prior approval by the Board of Trustees before that grant is submitted. Motion carried, Voni moved and Ed seconded that we adopt Director Gunning's plan, approved by the Administrative Committee, as detailed in the Director's report and in his previous email to all board members. Motion approved. This plan will allow for realignment of personnel and hiring of those needed to best serve the DAHL, preparing for the future in programming and greater use of special collections, and be within budget constraints, making the Director's duties the best use of his talents as well.

Committee Reports: The Finance Committee will meet before the Board's November meeting to work on the budget. Geralyn will contact all Finance Committee members about a tentative date of November 1, early morning.

Old Business: Janice reported on her meeting with Diane Fagergren, who would work with our beds and perennials in November to prepare them for winter. Janice thinks we would not be spending more than \$200 – 400 for this service. Ed said he would be talking to Master Gardeners and emailing Janice on their interest in volunteering.

Timing did not allow for New Business or Old Business.

Adjournment: Moved by Ed and the motion carried. (after 9: 40)

Respectfully submitted,
Janice Porter,