

**Minutes of The David A. Howe Library
Board of Trustees
November 15, 2016**

Trustees Present: Don Comstock (President), GERALYN Murphy-Gough, Laurie Hennessey, Janice Porter, Connie Synakowski (Secretary), Voni Walker (Treasurer), and Nic Gunning, (Director)

Absent: Mark Finn, (Vice-President), Ed Pekarek, Anne Sobeck

Call to Order: President Don Comstock called the meeting to order at 7:34 AM.

Discussion and Approval of Minutes:

A motion was made by Trustee Hennessey and seconded by Trustee Gough to approve the October 13, 2016 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the October circulation report. Total circulation was up compared to October 2015. Areas to note are a continued upward trend in teen participation and story time numbers. Evening movie attendance is not good.
- News from the Library...
 1. The author visit on October 20, 2016 with Alexander McCall Smith was very well-received by both Houghton College participants and the DAHL attendees. The agency through which Director Gunning has worked to arrange author visits is now contacting the Library to suggest future engagements. Director Gunning feels this is due to the positive feedback it has received about the Library venue. The trustees discussed the possibility of reducing the amount of food offered at the reception in the future in order to decrease the reception ticket cost. Doing so might increase community participation in that part of the event.
 2. The Nutcracker will once again be performed in the Nancy A. Howe Auditorium on December 9, 10, 11. The story of the ballet will be tied into children's story time and performers will attend the Library's tree-trimming ceremony.
- Departmental Reports...
 1. Youth Services Coordinator Erik Mikols sought out and secured a \$25.00 per month donation from our local TOPS supermarket to use to buy snacks for the increasingly popular Anime Club. Mary Rhodes also kindly donated a large amount of snack food.
 2. The YMCA after-school program is coming to the Library every other week on Tuesdays for Perler Beads.
 3. Keturah Cappadonia, Director of Special Collections and Development, continues to run story time until a new Children's Librarian is hired.
- Buildings and Grounds....

1. A copy of the contract for duct cleaning with Indoor Air Professionals has been sent to the trustees for their review. Work is projected to begin in December.
 2. Several office locations have been changed. Erik Mikols is now located in the Director's old office, Keturah Cappadonia has moved upstairs into Eileen Tecza's old office, and the upstairs space once occupied by the ACHS has been turned into a staff room.
 3. **Trustee Walker moved to approve contacting Diane Fagerein, Master Gardener, to oversee and plant the Library gardens once in the spring and once in the fall. The Board approved a salary of \$20/hr. with a cap of 20 hours for each visit. Trustee Hennessey seconded the motion and it carried.**
 4. Trustee Porter has secured volunteer services from the Wellsville Garden Club that will provide free shrub trimming.
- Grants, Scholarships and Funding
 1. Director Gunning has submitted the Cattaraugus County Arts Council Grant for 2017. This grant funds auditorium programming. The results of the application should be known by the end of November.
 2. Keturah Cappadonia received a scholarship to attend the Mid-Winter Meeting of the Association for Library Services to Children.
 - Special Collections
 1. Dr. Vanya Rowther from Cornell University Department of Ornithology delivered a community lecture on November 8, 2016. He also brought a new batch of eggs which will supplement those which remain in the Munson Collection, and donated 60 egg display cases.
 - 2017 Budget
 1. Trustee Porter moved the following resolution to override the New York State Tax Cap:

Whereas, the adoption of this 2017 budget for the David A. Howe Library, requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in the General Municipal Law Section 3-c adopted in 2011; and expressly permits the library board to override the tax levy limit by a resolution approved by 60% of the qualified board members; now therefore be it Resolved, that the Board of Trustees of the David A. Howe Library voted and approved to exceed the tax levy limit for 2017 by at least 60% of the board of trustees as required by state law on November 15, 2016.

Trustee Walker seconded the motion and it carried unanimously. Passing this resolution gives the Board the option of keeping it in effect if additional funding is needed, or rescinding the motion if it is not.

2. Trustees reviewed the preliminary 2017 budget as recommended by the Finance Committee after its meeting on November 1, 2016. Director Gunning noted the revised figures for health insurance benefits. Trustee Walker

volunteered to speak to the DAH employees affected about the benefits of establishing an HSA (Health Insurance Saving Account). Director Gunning recommended calling a meeting of the Finance Committee to discuss how the HVAC loan repayment should be structured in the 2017 budget. After lengthy discussion about the Library's options, the Board decided to turn the matter over to the Finance Committee for its recommendations. The Finance Committee will meet on November 29th at 8 AM and bring its recommendations back to the Board for approval.

- Personnel...
 1. Director Gunning announced that staff evaluations were complete.
 2. The Children's Librarian Position is posted. No applications have been received at the time of the Board meeting.
 3. The Library has hired two new Library Clerks, Skyler Schrlau and Joshua Glass. They began work on November 8th and 11th, respectively.
 4. Erik Mikols and Keturah Cappadonia continue to work on defining their restructured positions and making transitions as smooth as possible.

Committee Reports:

None.

Friends Report:

The Friends:

1. Have a current balance of \$11, 634.97.
2. Have just sent a letter written by Charlie Joyce requesting donations.
3. Continue to pursue 5013C status.

Old Business:

None.

New Business:

1. Trustee Walker requested that the Board forward names of a young person who could successfully run the YMCA After School Program to her.
2. President Comstock reported that he has been approached to write a letter of recommendation for Delores Ackerman to fill a vacant seat on the STLS Library Board. Don will contact STLS Brian Hildreth for more information.

Adjournment:

At 9:15 AM. President Comstock moved to adjourn. Secretary Synakowski seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary