

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

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

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

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 President Comstock and seconded by Trustee Hennessey to approve the November 15, 2016 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the November circulation and program statistics. Total circulation was up compared to November 2015. Program attendance was down due to fewer offerings. Director Gunning hopes to schedule a concert in the auditorium every month in the new year.
- News from the Library...
 1. In spite of the snowy weather, the attendance at the Nutcracker performances on December 9, 10 and 11 was good. The addition of computer projected images in the background enhanced this year's performances and received positive comment from the community.
 2. Director Gunning is working with Houghton College and the Barclay Agency on scheduling the 2017 major author visit. Director Gunning is leaning toward asking Dennis Lehane, author of *Mystic River*, *Gone Baby Gone*, and *Shutter Island*. The visit will probably take place in October.
 3. Director Gunning received notice that the Library has received \$4,600 in funding from the Cattaraugus County Arts Council which will be used to pay for auditorium programming in 2017.
- Departmental Reports...
 1. Erik Mikols in Youth Services continues to grow teen participation in Library programs. The Teen Anime Club set a new record of 26 members. Youth Services Director Mikols is working to add new titles to the Junior Series offerings with the goal of increasing checkouts. He and Director Gunning are also planning the organization of the upstairs space for teen meetings. Their hope is to have the Teen Space open on Tuesdays, Wednesdays, and Thursdays from 4-7 PM.
 2. Keturah Cappadonia, Director of Special Collections and Development, has submitted a grant application to the American Dream Literacy Initiative for \$4,600. The grant monies would be used to develop collections and

programming for adult non-native English speakers. A determination on the award will come in January. Keturah is also working on establishing an inventory of items in the Library's special collections.

- Buildings and Grounds....
 1. Director Gunning expressed a need for the Board to consider a policy for further securing the Library building. Trustee Pekarek moved to go into executive session at 7:55 AM to discuss legal issues. Secretary Synakowski seconded the motion and it carried. Secretary Synakowski moved to come out of executive session at 8:15, Trustee Pekarek seconded the motion and it carried.
 2. The duct cleaning project, which was to be funded through this year's Construction Aid grant, is currently being held up at the State level. The State is questioning whether the project falls more into the category of maintenance than construction. Keturah Cappadonia is working with representatives from STLS and the State to re-word the grant language so that it meets the committee's requirements.
 3. Once the NYS Construction Aid grant is approved, Trustee Pekarek has reviewed the proposed duct cleaning contract. The contract will go out this month so that work can begin.
 4. A small hot water tank has been installed that provides hot water to the kitchen and public bathroom.
 5. Director Gunning met with Building Code Officer, Jo Fenske, to discuss any code issues involved with using the rooms on the top floor. The required modifications for the Teen Space are relatively simple (updated hall lighting, illuminated exit sign, updated carbon monoxide and smoke detectors, and an emergency ladder) and Rick Dodd is working to get them into place.
 6. Director Gunning is also working on adding phone service to the top floor.
- 2017 Budget
 1. Trustees reviewed the 2017 budget as recommended by the Finance Committee after its meeting on November 29, 2016. After a short question and answer period, Trustee Porter moved to approve the proposed budget, Secretary Synakowski seconded, and the motion carried.
- Personnel...
 1. The first and second rounds of interviews for the Children's Librarian position have been completed. Trustee Pekarek moved to accept the interview committee's recommendation to offer the position to Katie Miller at the rate of \$15.00/hr. for 25 hours a week. President Comstock seconded the motion and it carried. Ms Miller, should she accept the position, will begin work on or about January 3, 2017.
 2. Secretary Synakowski recommended that the Board schedule an event for the public to meet the new Children's Librarian after she has had time to transition into the new position.

Committee Reports:

None.

Friends Report:

The Friends:

1. Have a current balance of \$12,943.77.

Old Business:

1. Trustee Porter noted that Master Gardener, Diane Fagerein, had not been in to work on the flower beds before the snow fell.
2. President Comstock has written a letter of recommendation on behalf of Delores Ackerman to fill a trustee seat on the STLS Board.

New Business:

1. Trustee Pekarek pointed out that there are minor potholes developing in the side parking lot which should be addressed before they grow worse. Director Gunning said he would see that they were taken care of.

Adjournment:

At 8:50 AM. President Comstock moved to adjourn. Trustee Pekarek seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary