

**Minutes of The David A. Howe Library
Board of Trustees
January 10, 2017**

Trustees Present: Mark Finn (Vice-President), Laurie Hennessey, Janice Porter, Anne Sobeck, Connie Synakowski (Secretary), Voni Walker, and Nic Gunning, (Director)

Absent: Don Comstock (President), Ed Pekarek, GERALYN MURPHY-GOUGH (Treasurer)

Call to Order: Vice-President Mark Finn called the meeting to order at 7:32 AM.

Discussion and Approval of Minutes:

Trustee Porter requested that the December minutes be amended to read that she “inquired as to whether” Diane Fagerein had been in to work on the flower beds.

A motion was made by Trustee Walker and seconded by Trustee Porter to approve the December 13, 2016 minutes as amended. Motion carried.

Director’s Report – Discussion on the following items:

- Director Gunning presented the November circulation and program statistics. Total circulation was down compared to December 2015, perhaps due to the cold inclement weather. Program highlights include Minecraft Mondays for which there has been high interest, and Tech Labs which are going well. The numbers for Toddler Story Times do not support offering the program three times a week. Director Gunning is discussing the possibility of cutting back to two times a week with special occasion exceptions.
- News from the Library...
 1. The receipt of \$4,600 in funding from the CCAC will support auditorium programming for 2017.
 2. The Genesee Dance Theater is planning a small performance in April entitled Paper Moon.
 3. Targeted movies are well attended.
 4. Director Gunning has finalized a March 31, 2017 author visit with Julia Spencer Fleming.
 5. Director Gunning is continuing to work with Houghton on selecting and securing a “big” author for a visit in October.
- Departmental Reports...
 1. Erik Mikols in Youth Services worked with Director Gunning to reconfigure the Youth Room and the Picture Book Room. The circulation desk has been moved and the rooms re-organized to optimize traffic flow and space.
 2. Teen and Junior programs are going very well.
 3. Director Gunning and Eric Mikols are working on establishing a computer game club as a pilot project.

4. Keturah Cappedonia, Director of Special Collections and Development, continues to work on inventorying special collections and researching grant possibilities for 2017.
 5. In Keturah's work on special collections she found a letter from President Garfield that had been stored in the attic.
 6. Keturah will be attending both the ALSC Mini Institute and the ALA Midwinter Convention in Atlanta.
- Buildings and Grounds...
 1. The duct cleaning project, which was to be funded through this year's Construction Aid grant, was put on hold at the pre-screening level at the State. Keturah has re-worked the Library's submission to better address the desired criteria and the process is once again in motion.
 2. At 7:54 AM Secretary Synakowski moved to go into executive session to discuss legal issues. Trustee Sobeck seconded the motion and it carried. At 8:00 AM Trustee Walker moved to come out of executive session, Trustee Porter seconded and the motion carried.
 3. Trustee Porter made a motion to approve expending monies in the range of \$3,100 to \$3,500 for the installation of a new garage door with a working security keypad and a locking man door. Trustee Hennessey seconded the motion and it carried.
 - Personnel...
 1. The new Children's Librarian, Kate Miller, started work at the Library on January 3, 2017. Her hours will be from 3-8 PM on Monday, and 10-3 AM on Tuesday-Friday. Ms Miller will have Friday off on weeks when she has a Saturday commitment.
 2. Children's Librarian Miller has begun organizing her space and planning upcoming activities. She has experience with STEM programming and has already initiated interactive crafts with the children.
 3. Director Gunning reported to the Board that he feels staff morale is high going into 2017.
 4. Trustee Walker raised the possibility of scheduling a Saturday Toddler Story Time for children of working parents.
 5. Director Gunning advised the Board that he is working with Children's Librarian Miller to determine which children's programs previously held in the auditorium might be more effective in the more intimate setting of the Picture Book Room.

Committee Reports:

None.

Friends Report:

Trustee Hennessey reported that The Friends...

1. Have a current balance of \$16,908.91.
2. Continue to work on the 501C3 application with the help of Trustee Pekarek.

Old Business:

New Business:

1. Adjournment:

At 8:22 AM. Vice-President Finn moved to adjourn. Trustee Walker seconded and the motion carried.

Trustees adjourned to the Children's Room to greet the new Children's Librarian, Kate Miller, and to tour the reconfigured youth spaces.

Respectfully submitted,

Connie Synakowski, Secretary