

**Minutes of The David A. Howe Library
Board of Trustees
March 14, 2017**

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

Absent: Voni Walker

Call to Order: President Don Comstock called the meeting to order at 7:35 AM.

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Sobeck to approve the February 7, 2017 minutes. Motion carried.

The meeting began with the Board's recognition of GERALYN-MURPHY GOUGH's years of service to the David A. Howe Public Library. Today is GERALYN's final Board meeting. Celebratory refreshments were provided by Trustees Porter and Sobeck.

Director's Report – Discussion on the following items:

- Director Gunning presented the February 2017 circulation and program statistics. Total circulation was down, perhaps due to the cold weather? Teen programs continue to thrive. Storytime numbers are down. Trustees brainstormed ways the Library might increase storytime attendance. Suggestions included contacting the Trinity Lutheran Daycare program, and somehow gaining access to home school groups. Director Gunning informed the Board that evening storytimes have been scheduled in hopes of meeting working families' needs.
- News from the Library...
 1. Director Gunning attended the CCAC awards ceremony where he received a plaque recognizing the Library's successful grant, and commendations from Senator Cathy Young and Assemblyman Joe Giglio.
 2. The Irish singing group Emerald Isle will perform in the Nancy A. Howe Auditorium on the Thursday before St. Patrick's Day (3/16).
 3. Author Julia Spencer-Fleming will visit the Library on March 31, 2017.
 4. Plans are underway for Allegany County History Week which is scheduled to take place the week of September 25th. The exhibits will be open to the public during all regularly scheduled Library hours this year.
 5. The Library is working with the Rotary Club to plan the annual Easter Egg Hunt.
 6. The public reception to welcome Kate Miller, new Children's Librarian, was well-attended.
 7. Erik Mikols, Director of Youth Services, will be serving on the Chamber of Commerce Board.

- Departmental Reports...
 1. The newly configured upstairs Teen Loft space is being utilized regularly. Recent events include an Anti-Valentine's Day party, Anime Club, and after school cards.
 2. Director Mikols is working on marketing a Teen Photo Contest which will be judged by Brian Oglesbee, and he has also started book clubs at two grade levels at ICS.
 3. In the Children's Room, Kate Miller is re-vamping the storytime schedule in hopes of increasing participation. She has scheduled an evening family story time for Mondays at 6 PM, Headstart storytime on Tuesday mornings, Preschool storytime on Thursdays at 1:00 PM, and Toddler Time on Fridays at 10:30 AM. The new schedule will go into effect at the end of April or beginning of May.
 4. Children's Librarian Miller is also setting up an obstacle course for kids in the Exhibition Room for the week of April 17th.
 5. Keturah Cappedonia, Director of Special Collections and Development, is researching grants for cupola restoration.
 6. Keturah is also working with the Carnegie Museum of Natural History (which possesses the larger portion of the E.B. Hall sponge fossil collection) to learn how the Library might best display and store its smaller collection.
 7. Keturah and Director Gunning are also working with the Library's insurance company, Richardson and Stout, to make sure the Library has adequate coverage for its special collections.
 8. Keturah has also finished and submitted the STLS 2016 Annual Report.
- Buildings and Grounds...
 1. Head Custodian Rick Dodd has confirmed that General Roofing will be coming on the spring for roof repairs. The leaks in the far stairwell need to be addressed.
 2. The garage door has arrived and will be installed this month.
 3. The accessible entrance pedestal has been fixed. The light fixtures now need to be addressed.
 4. Rick is working with SmartEdge to resolve ongoing boiler issues.
 5. The duct cleaning project is ready to move forward. Director Gunning will finalize a date with Indoor AirPro to begin work.
 6. Representatives from the LDS church have once again offered their assistance with planting in the spring. The Board discussed having Diane Fagerein work with them on plant selection.
 7. The Board would like Diane Fagerein to supervise spring clean-up and groundwork around the Library beds before spring planting.
- Miscellaneous
 1. Director Gunning and Keturah Cappedonia attended Advocacy Day in Albany on March 1st. They met with Assemblyman Joe Giglio, Cathy Young's representative, Phil Parmessano, Assemblyman Chris Friend, and Assemblyman Joe Errigo who were all in agreement that library funding was important.

2. Director Gunning met with Richardson and Stout to discuss our commercial insurance. After researching the most cost effective policies, Cincinnati continues to offer the best coverage for the best price. Our rate will increase to \$11,036, a \$286 increase. This rate is guaranteed until 2020.
3. Director Gunning is exploring the possibility of decreasing the number of *Howe Happenings* mailings and using the MailChimp application to provide patrons with monthly email updates.

At 8:10 Trustee Porter moved to go into executive session for the purpose of discussing contractual issues. Trustee Pekerak seconded the motion and it carried.

At 8:30 Trustee Pekerak moved to come out of executive session. Vice-President Finn seconded the motion and it carried.

Upon the recommendation of the Administrative Committee that met on March 3, 2017, Trustee Porter moved to increase Director Gunning's salary to \$57, 703 (a 4% increase). Director Gunning's salary will be reviewed again in March of 2018. Trustee Pekerak seconded the motion and it carried.

President Comstock made the motion that Library employees will henceforth receive mileage reimbursements for work-related travel at the prevailing IRS rate. Trustee Porter seconded the motion and it carried.

Committee Reports:

- Finance Committee
 1. The Finance Committee set a potential date (3/24 at 9 AM) to meet with Ed Bysiek to discuss the Library's most recent audit. President Comstock will confirm.

Friends Report:

The Friends...

1. Donated money for story time rugs and new pictures for the Children's Room.

Old Business:

New Business:

Adjournment:

At 8:37 AM. Vice-President Finn moved to adjourn. Secretary Synakowski seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary

