

**Minutes of The David A. Howe Library
Board of Trustees
April 11, 2017**

Trustees Present: Donald Comstock (President), Laurie Hennessey, Ed Pekarek, Anne Sobeck, Connie Synakowski (Secretary), and Nic Gunning, (Director)

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

Call to Order: President Don Comstock called the meeting to order at 7:32 AM.

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Hennessey to approve the March 14, 2017 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the February 2017 circulation and program statistics. Total circulation was up significantly. The welcome reception for new Children's Librarian, Kate Miller was well-attended and Tech classes seem to be on the upswing.
- News from the Library...
 1. Director Gunning is working on a collaborative project with the Pennsylvania Lumber Museum in Ulysses, PA. The museum is willing to donate a 2017 family pass to the Library which can be checked out at the circulation desk. They are also willing to do a presentation in the auditorium.
 2. The author visit on March 31st with mystery writer Julia Spencer-Fleming was very well-received. Spencer-Fleming agreed to participate in the Library's podcast which has been downloaded and listened to many times.
 3. The Rotary Club sponsored Easter Egg Hunt went very well in spite of the inclement weather. The children made a craft, had snacks, received free books donated by the Rotary Club, and participated in the egg hunt.
 4. The Library Board regretfully accepted Keturah Cappadonia's resignation effective April 7, 2017. The Assistant Director's job has been posted with a mid-May end date for submitting applications. In the interim, various members of the Library staff are working on grants that are relevant to their positions and Nikki Gordon is attending the Allegany-Cattaraugus Directors' meetings.
- Departmental Reports...
 1. Eric Mikols and Director Gunning are working on grants to capitalize on the increase in teen art and craft participation.
 2. Eric Mikols is running two popular book clubs at the 7th and 8th grade levels at ICS.
 3. The current Juniors/Teen program schedule is as follows:
 - a) Monday-Minecraft Mondays

- b) Tuesday-Teen Loft Open Hours
- c) Wednesday-Teen Anime Club
- d) Thursday YMCA Minecraft and Beads
- e) Friday-After School Matinee/ICS Book Club/ICS Book Mobile
- 4. In the Children's Room, Kate Miller is preparing for a second session of story times based on the theme of "5 Senses."
 - a) Monday night-Family Story Time
 - b) Tuesday morning-Accord Headstart Story Time
 - c) Thursday-Preschool Story Time
- 5. Children's Librarian Miller is also setting up an obstacle course for children ages 4-8 in the Exhibition Room for the week of April 17th.
- 6. Kate Miller will be attending the Pre-school Literacy Night at Wellsville Elementary School on April 20th.
- 7. Keturah Cappadonia in Special Collections and Development submitted an application for a \$500 mini-grant from the Ezra Jack Keats Foundation. The grant will be used to fund a series of upcycling arts and crafts programs to be held in conjunction with the summer reading programs for adults, teens, and children.
- 8. Director Gunning will submit the Manley Grant this year with the hope of securing funding to upgrade the dated technology in the auditorium.
- Buildings and Grounds...
 - 1. The garage door has arrived and will be installed as soon as weather permits.
 - 2. The accessible entrance pedestal has been fixed. The light fixtures now need to be addressed.
 - 3. Rick Dodd will work on patching the holes in the parking lot and he will try to improve the repair work that was done on the front steps.
 - 4. SmartEdge has been on site to address continuing boiler issues.
 - 5. The duct cleaning project has begun. AirPro is working at night to complete the process.
 - 6. Representatives from the LDS church have once again offered their assistance with planting in the spring. Director Gunning will contact them and give them the go ahead to begin buying flowers and planting when the danger of frost is past.

Committee Reports:

- Finance Committee
 - 1. The Finance Committee met with Ed Bysiek, auditor, to review the annual audit.
 - 2. In general everything is fine.
 - 3. The committee will address Mr. Bysiek's suggestions which include training someone in payroll to serve as a back-up for Darlene Sherwood, and instituting a modern form of a "punch clock" to document employee hours worked for hours paid.

Friends Report:

The Friends...

1. Have a balance of \$21,640.96
2. Announced that new Children's Librarian, Kate Miller, won the Dinner for Eight Raffle
3. Are working on the Balloon Rally Weekend fundraiser which will once again be a raffle for a Yeti cooler filled with alcohol
4. Continue the process of procuring 5013C status
5. Donated 1,500 for children's books
6. Welcomed Carol Gardner as a new member

Old Business:

1. The Board discussed the need to fill the trustee vacancy recently created by Geralyn Murphy-Gough's resignation.
2. Board members agreed that the new trustee should be someone with financial expertise, or that the Board should consider hiring a financial consultant.
3. The issue was tabled because Trustee Hennessey had to leave and the Board was without a quorum.

New Business:

1. President Comstock reported that he had been invited to speak at the Lions Club 75th Charter Night.
2. Since 1999 the Wellsville Lions have generously donated a total of \$28, 254 to the David A. Howe Library!
3. That total does not include the number of volunteer man hours the Lions have given.
4. The Board wishes to publicly acknowledge the Lions' commitment to the DAH and to thank them for all they have made possible.

Adjournment:

At 8:37 AM. Trustee Pekarek moved to adjourn. Trustee Sobeck seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary