

**Minutes of The David A. Howe Library
Board of Trustees
May 16, 2017**

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

Absent: Laurie Hennessey, Ed Pekarek

Call to Order: President Don Comstock called the meeting to order at 7:30 AM.

Discussion and Approval of Minutes:

A motion was made by Vice-President Finn and seconded by Trustee Porter to approve the April 11, 2017 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the April 2017 circulation and program statistics. Total circulation was down; however computer usage and auditorium programming statistics were up from April 2016.
- News from the Library...
 1. Volunteers from the LDS Church will soon be purchasing and planting flowers for the Library's beds and planters.
 2. The 2016 Annual Report has been written and mailed out. Public feedback has been very positive.
 3. Niki Gordon is coordinating the 2017 season of Tuesdays on the Terrace. Area restaurants have committed to five of the six available Tuesdays, which leaves only one date to fill.
- Programming
 1. Director Gunning gave a poetry reading at Manor Hills in April to celebrate poetry month. He plans to continue this outreach in May.
 2. A family pass to the Pennsylvania Lumber Museum will be available for check-out at the circulation desk.
 3. There will be an open house tonight at the Library to introduce the public to the 3D printer. The printer will be available for patron use for a minimal charge to cover the cost of materials.
 4. Dr. Donika Kelly from St. Bonaventure University gave a poetry reading in April that was well-attended.
 5. Niki Gordon is working on developing a collection of materials for a foreign language and citizenship section in the Library. The materials were obtained using funds from the American Dreams Grant.

6. Auditorium programming for the month of May will include performances from The Probables, The Genesee Valley Chorus, and the Young Sisters.
 7. Director Gunning has booked Naomi Shihab Nye, Palestinian/American author, to speak at the Library on October 27th. This presentation will once again be made possible by the Library's partnership with Houghton College.
- Departmental Reports...
 1. All Departments are preparing for their respective Summer Reading Programs.
 2. Eric Mikols, Director of Youth Services, organized a highly successful 2017 Teen Photo Contest. The contest received over 100 submissions. The People's Choice Award went to an 8th grader from ICS.
 3. In the Children's Room, Kate Miller continues to work on finding creative ways to bring children and families into the Library, and to provide outreach to various community organizations from Headstart to ARC.
 4. Children's Librarian, Kate Miller, hopes to bring excitement to the Library lawn this summer by arranging for displays of heavy equipment (on loan from William LaForge and Brad Whitford), and by working with Vandermark Farms to organize a farmers' market that would take place on one afternoon.
 - Buildings and Grounds...
 1. All indications are that the new steam boiler is finally fixed.
 2. The foundations necessary for the light posts on the front terrace to be repaired have arrived and will be installed.
 3. The duct cleaning funded by the 2017 Construction Aid grant is complete.
 - Grants and Funding
 1. Eric Mikols wrote a successful \$1500 mini-grant from the Foundation of Southern Tier Libraries. The money will be used to fund teen photography classes and materials.
 2. Director Gunning received \$900 from the Coordinated Outreach Services and Advisory Council which will be used to run an exercise program for senior citizens on the Library lawn. Director Gunning hopes to tie the class into the annual Tai Chi demonstration given by the Confucius Institute at Alfred University.
 3. Director Gunning will submit the Manley Memorial Trust grant by the end of May. The grant will focus on funding aging auditorium equipment, such as the soundboard and microphones.
 4. Director of Youth Services, Eric Mikols, is also working on a \$5,000 grant from the Junior Library Guild's "Best Small Library Program" that will be submitted by the end of the month.
 5. Director Gunning received notice from the State that the 2015 Construction Aid grant was never closed out. Parts of the HVAC project that were funded by that grant came in under estimates. Director Gunning will work with representatives from the State to finalize the project.

6. The recently completed duct cleaning which was funded by the 2016 Construction Aid Grant also came in under estimated cost. Director Gunning will research additional work that was on the Library's wish list in hopes that it will be able to be added to the project.
 7. After lengthy discussion the trustees voted to abstain from submitting a 2017 Construction Aid grant proposal. In a motion made by Trustee Walker and seconded by Trustee Sobeck, the Board voted to take a year off from submitting the New York State Construction Aid Grant in favor of focusing on maintenance work (such as cupola repair). The motion carried.
 8. The Board agreed to have Director Gunning contact STLS recommended engineering firms to obtain estimates for the installation of an elevator in preparation for submitting a 2018 Construction Aid Grant.
- Personnel
 1. Amanda Smith is successfully shadowing Darlene Sherwood to learn payroll processes.
 2. Director Gunning announced he has received 5 applications for the Assistant Director position. None of the applicants possess the combination of qualifications Director Gunning hoped to find.
 3. The Board spent time discussing the talents of our current personnel and how they might assume some of the responsibilities of the Assistant Director's position. Director Gunning advised the Board that Eric Mikols and Niki Gordon can handle many of the Assistant Director's responsibilities. Trustee Walker made a motion, seconded by Trustee Porter, to incentivize grant writing by 10% for a period of 6 months. The incentive will be available to all Library staff members with the exception of the Director. At the end of the 6 month period, the Board will review the completed work and consider the possibility of raises for Eric Mikols and Nikki Gordon if they have been successful. The motion carried.
 4. After further discussion, Trustee Porter made a motion, seconded by Secretary Synakowski, that Director Gunning contact Emmet Kirsch, one of the applicants for the Assistant Director's position who has skills conducive to working with the Library's special collections. Director Gunning will ask whether Mr. Kirsch might be interested in working for the Library in that capacity part-time at the rate of \$15/hr. The motion carried.

Committee Reports:

None

Friends Report:

The Friends...

1. Have a balance of \$20,037.79

Old Business:

1. The Board discussed the need to fill the trustee vacancy recently created by Geralyn Murphy-Gough's resignation.
2. President Comstock will contact John Richardson, a former Library trustee and financial manager, to ask for his input on a possible new Board member with financial expertise

New Business:

None

Adjournment:

At 9:42 AM. Trustee Sobeck moved to adjourn. President Comstock seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary