

**Minutes of The David A. Howe Library
Board of Trustees
June 13, 2017**

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

Absent: Donald Comstock (President), Laurie Hennessey, Ed Pekarek, Anne Sobeck

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

Discussion and Approval of Minutes:

A motion was made by Vice-President Finn to approve the May 16, 2017 minutes. Because the Board lacked a quorum, no votes were taken.

Director's Report – Discussion on the following items:

- Director Gunning presented the May 2017 circulation and program statistics. Both circulation and programming were up significantly from May 2016. Director Gunning apprised the Board that he had arranged to live stream the Sorrow Estate concert on Facebook and the video produced a lot of interest. It is a practice he hopes to continue with future auditorium events.
- News from the Library...
 1. The 2017-2018 Library budget vote succeeded 258 to 82.
 2. The Village Board is now holding its bi-monthly board meetings in the Monday Club Room in order to provide attendees with handicapped accessibility.
 3. Children's Librarian Kate Miller was a guest speaker at the May Rotary Club meeting where her talk was very well-received.
- Programming
 1. Director Gunning is planning a night of one-act plays for Friday, July 14th. The performances will be one part of a celebratory evening marking the Library's receipt of the Ebsco Award and the 80th anniversary of the Nancy Howe Auditorium.
 2. Other summer events include the 2017 Summer Reading Programs for adults, teens, and children. This summer all three groups are reading books and planning programming around the theme "Build a Better World."
 3. Tuesdays on the Terrace will begin on July 11th and run through August 15th. This year's restaurants include 3 Bums, Duke House Tea Room, Chelsea's Catering, Mama's Smokin' BBQ, Wellsville Country Club, and the Barbeque Bandits.
 4. Music on the Lawn will begin on June 22nd and run every Thursday through August 3rd.

- Departmental Reports...
 - A. Adult Services
 1. New members are participating in both adult book clubs.
 2. Director Gunning continues to work on Library outreach by giving monthly readings at Manor Hills and working cooperatively with the Blind Association. The Library will leave a collection of large print books at the Blind Association offices and is working on the purchase of a telesensory machine for visually impaired patrons to use in the Library.
 - B. Youth Services
 1. Eric Mikols received a \$1500 grant for teen photography materials and classes. The classes will be scheduled around next year's Teen Photography Contest.
 2. Wellsville Elementary and ICS classes have been touring the Library. The tour includes a story, information about the Summer Reading Program, and a visit to the Wellsville Central School Art Show in the exhibition room.
 3. Children's Librarian Kate Miller has been offering passive programming activities for children who visit the Library. Increasing numbers of children are participating in the "Make It, or Take It" craft offerings and bulletin board decorations.

- Buildings and Grounds...
 1. The Moores from the LDS Church have finished planting and mulching around the Library grounds.
 2. The Board wishes to thank Terry Lynch from Lynch Paving for donating labor and materials to repair the potholes in the Library parking lot.
 3. The new garage door has been installed.
 4. The Monday Club donated funds to repair the shade in the Monday Club Room.
 5. Director Gunning has contacted two firms who specialize in facilities master planning. Butler Rowland Mays responded. Their representative will come to the Library to meet with Director Gunning and do a walk through. On the same day he will meet with as many of the trustees as possible to discuss his findings. The firm charges a \$400 fee for this service which will be credited to the total cost if Butler Rowland Mays is hired to develop a master facilities plan. Director Gunning will initiate a Board email vote on spending this money and setting up a date for the meeting.

- Grants and Funding
 1. Director Gunning hopes repairs to the cupola will be funded (75%/25%) as a part of the Main St. Improvement Grant.
 2. Director Gunning has submitted an application to the Manley Trust in the amount of \$11,775 to upgrade auditorium technology.
 3. Director of Youth Services, Eric Mikols is working on a Junior Library Guild Grant.

4. Niki Gordon is finalizing a grant from Vernon Supplies to purchase and process ESL materials.
- Personnel
 1. Emmet Kirsch has been hired to work on special collections development for the next 6 months. The agreement is for Mr. Kirsch to work an average of 15 hours a week at the rate of \$15/hr. He is scheduled to begin work today, 6/13/17.

Committee Reports:

None

Friends Report:

None

Old Business:

1. Trustee Porter suggested that the Board hire Bill Fish to do some much needed tree and shrub trimming using the \$400 it has already approved for garden/landscape maintenance. Trustee Porter will contact Mr. Fish to see if the Library can be added to his summer work schedule.
2. Director Gunning will email current trustees asking them to bring ideas for someone to fill the vacant Board seat. Trustee Walker will talk to Pam Rohrabacher to see if she is interested in serving.
- 3.

New Business:

None

Adjournment:

At 8:30 AM. Secretary Synakowski moved to adjourn. Trustee Walker seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary