

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

**Trustees Present:**, Donald Comstock (President), Connie Synakowski (Secretary), Anne Sobeck, Voni Walker, and Nic Gunning, (Director)

**Absent:** Mark Finn (Vice-President), Laurie Hennessey, Ed Pekarek, Janice Porter,

**Call to Order:** President Comstock called the meeting to order at 7:37 AM.

**Discussion and Approval of Minutes:**

A motion was made by President Comstock to approve the June 13, 2017 minutes. Because the Board lacked a quorum, no votes were taken.

**Director's Report** – Discussion on the following items:

- Director Gunning presented the June 2017 circulation and program statistics. Both circulation and programming were up significantly from June 2016. A program of note was the Dino Dig and Fossil Talk which attracted 75 participants.
- News from the Library...
  1. Director Gunning attended the ALA Conference in Chicago where he received the Ebsco Award for Excellence on behalf of the David A. Howe. The Library received a wall plaque, a glass trophy, and a lot of positive publicity.
- Programming
  1. Preparations for the 80<sup>th</sup> Anniversary celebration on Friday, July 14<sup>th</sup> are complete. There will be a private reception for trustees, staff, Friends, and local dignitaries from 5:30 to 7:00, followed by a performance of the same three plays that were staged in the auditorium in July of 1937. The event will be hosted by Director Gunning and past directors Brian Hildreth and Michelle LaVoie.
  2. The Library is once again participating in the Summer Feeding Program which began yesterday and was very well attended.
  3. Special events at the Library for Balloon Rally Weekend include opening on Saturday July 22 from 8:00-2:00, a book sale, and three tours offered to the public at 9:00, 11:00, and 1:00.
  4. Tuesdays on the Terrace begins today and runs through August 15<sup>th</sup>.
  5. Music on the Lawn will decide whether to move a concert inside the auditorium in the event of inclement weather on a case-by-case basis.
  6. The Fancy Nancy Tea Party is set for August 17<sup>th</sup>. Children's Librarian, Kate Miller is planning a Parisian theme for this year.

- Departmental Reports...
  - A. Adult Services
    1. Enrollment in the Adult Summer Reading Program (151) is the largest in recent history.
  - B. Youth Services
    1. Erik Mikols received a donated sofa to complete the furniture in the Teen Space.
    2. Teen attendance continues to increase in all programs.
    3. Children's Librarian, Kate Miller's passive programming has increased the use of the picture book room. Families are coming and staying while the children use the interactive bulletin boards and other activities.
    4. Emmett Kirsch, hired to work on an hourly basis in Special Collections, is doing a good job. To date he has inventoried the egg collection and has recommended the purchase of archival storage materials.
  
- Buildings and Grounds...
  1. Bill Fish's landscaping company came and cleaned up the flower beds in the front lawn and in front of the auditorium.
  2. Director Gunning has been contacted about the donation of a tree (dogwood?) to be planted in memory of Gus Rigas. Discussion followed about whether the red maple on the Library lawn in front of the benches can be trimmed and saved or whether it needs to be removed. No decision was made.
  
- Grants and Funding
  1. Director Gunning has submitted the Library's portion of the Main Street Improvement Grant to the Chamber of Commerce. If funded the monies will go toward cupola restoration in the form of a 75%/25% match.
  2. Director Gunning also advised the trustees that if the grant is unsuccessful they should be thinking about alternative ways to fund the project which is estimated to cost about \$15,000.
  3. The Library has received \$7,500 in Bullet Aid from the State.

**Committee Reports:**

1. President Comstock reported that he, Director Gunning, and Trustee Porter met with Miles Anthony regarding hiring professional help with managing the Library's investments. Mr. Anthony is preparing a proposal for the Finance Committee. Discussion followed about seeking proposals from other financial managers as comparisons.

### **Friends Report: The Friends...**

- Have a balance of 16,405.43
- Have a meeting planned this week to complete the paperwork for filing their 5013C
- Will celebrate their 50<sup>th</sup> anniversary with a cake at Thursday's MOTL.
- Are selling raffle tickets for the Yeti cooler through Balloon Rally Weekend

### **Old Business:**

1. The Board needs to fill the vacant trustee seat. Trustee Synakowski volunteered to contact Emily Peavey to see if she might be interested.
2. On Monday, July 17th at 3 PM President Comstock, Vice President Mark Finn, and Trustees Hennessey, Sobek, and Walker, and Director Gunning will meet with architect Paul Mays from Butler Rowland Mays to discuss a facilities master plan for the Library.

### **New Business:**

**None**

### **Adjournment:**

At 8:27 President Comstock moved to adjourn. Trustee Walker seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary