

**Minutes of The David A. Howe Library
Board of Trustees
September 12, 2017**

Trustees Present: Mark Finn (Vice-President), Emily Peavey, Janice Porter, Connie Synakowski (Secretary), Anne Sobeck, and Nic Gunning, (Director)

Absent: Donald Comstock (President), Laurie Hennessey, Ed Pekarek, Voni Walker

Call to Order: Vice-President Comstock called the meeting to order at 7:33 AM.

Discussion and Approval of Minutes:

A motion was made by Trustee Porter to approve the August 8, 2017 minutes. Trustee Sobeck seconded and the motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the August 2017 circulation and program statistics. Circulation numbers were down as compared to August 2016. The discrepancy may be due to the failure to include the Summer Feeding Program numbers which are as yet unavailable.
- News from the Library...
 1. Preparations for author Naomi Shihab Nye's visit on October 27th are well underway. Director Gunning has begun to get information to the press and to area schools. Director Gunning is exploring the possibility of the Duke Tea House catering this year's reception. The Friends have recommended that no alcohol be served in an effort to cut costs and make ticket prices more accessible.
 2. A group of Alfred State students volunteered at the Library on Community Action Day. They assisted with a large book move.
 3. Director Gunning attended an STLS meeting during which he was informed of changes to their services which may impact the Library. The fees for new book processing are forecasted to double. Director Gunning is looking into alternatives which may include doing more of the processing in house.
 4. Director Gunning participated in a teleconference with a donor management company called Blackbaud. Both parties agreed the Library was not at a point where it needs their services.
 5. Book Sale leftovers have been donated to various local institutions from doctors' offices to the jail.
- Programming
 1. Director Gunning and Niki Gordon met with representatives from the Allegany County Historical Round Table to discuss final arrangements for

Allegany County History Week, which will take place September 26-30. The number of exhibitions which will be housed in both the Exhibition Room and the History Room has increased from last year. The Library will also be open extended hours during that week.

- A. Youth Services
 1. Director of Youth Services Eric Mikols will be starting after school programming with ICS and the YMCA this month.
 2. Director Mikols is also working with an Andover English teacher to arrange a student tour and library card sign up.
 3. Children's Librarian, Kate Miller, held a very successful Fancy Tea Party. The party took place inside this year due to unpredictable weather. The children were treated to several stations where they could create souvenirs, have their photos taken, and receive a free book. The tea itself was held in the exhibition room and was catered by The Duke Tea House with music provided by the Vosslers and Dawn Giddings. Thanks go out to the Wellsville Girls Varsity Soccer Team who manned the stations and helped serve.
 4. Story time begins this week.
- Grants and Scholarships
 1. Director Gunning has closed out the 2017 CCAG grant which funds the Library's auditorium programming and is working on the slate of programs for the 2018 season.
 2. Children's Librarian Kate Miller and Niki Gordon both received scholarships to attend the 2017 NYLA Conference in Saratoga Springs.
 3. Eric Mikols bid for the Junior Library Guild Grant was unsuccessful. However, he was encouraged to re-submit in 2018.
 4. Near the front desk is a display of the materials received through the American Dreams Grant submitted by Niki Gordon. It includes citizenship information, children's materials, and foreign films.
 5. During the week of October 2-18th the Library will run a series of senior fitness classes made possible by the COSAC Outreach Mini-Grant. The grant covers the cost of the classes and supplemental materials and equipment.
 6. Eric Mikols is working on finding a teacher for the grant-funded teen photography classes which will be scheduled before the annual Teen Photography Contest.
- Buildings and Grounds
 1. The trustees will tour the Library immediately after today's meeting. Head of Maintenance Rick Dodd will be available to point out areas of concern and/or improvement.

Committee Reports:

Friends Report: The Friends...

- Are making progress on completing their 5013C status application.

Old Business:

- There are several sections on the Library's Administrative Policy Manual that need to be updated. The Finance Committee needs to make recommendations for revisions in sections relevant to the endowment. All trustees should read the rest of the manual sent by Director Gunning and come to the October board meeting prepared to suggest/discuss necessary changes.

New Business:

- The next regularly scheduled Board meeting conflicts with the STLS Annual Meeting held in Painted Post. Director Gunning will check with Margo Gustina, trustee liaison from STLS, to see if she can attend our meeting if it is moved to Thursday, October 12th.
- Members of the Finance Committee will determine the best date to hold a teleconference with representatives from Wells Fargo regarding their proposals for endowment management.

Adjournment:

Secretary Synakowski moved to adjourn the meeting at 8:39. Vice President Finn seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary