

**Minutes of The David A. Howe Library
Board of Trustees
Annual Organizational Meeting
January 9, 2018**

Trustees Present: Don Comstock (President), Mark Finn (Vice-President), Laurie Hennessy, Emily Peavey, Janice Porter, Connie Synakowski (Secretary), and Nic Gunning, (Director)

Absent: Ed Pekarek, Anne Sobeck, Voni Walker (Treasurer)

Call to Order: President Don Comstock called the January 9, 2018 Annual Organizational Meeting to order at 8:21 AM.

AGENDA

- Annual Organizational Meeting Actions FOR APPROVAL
 - Director Recommendation: Approve action items per Annual Organizational Meeting Policy
 - Designation of the Official Newspaper: Wellsville Daily Reporter
 - Appointment of the External Auditor: Edward J. Bysiek, CPA
 - Authorization of Director and Senior Staff to Make Grant Applications
 - Authorization of the Business Mileage Reimbursement Rate: \$.54 per mile
 - Designation of the Bank Depository: Community Bank NA
 - Designation of the Authorized Signatories for Checks: Treasurer Voni Walker, President Donald Comstock, Trustee Constance Synakowski, and Vice President Mark Finn
 - Authorization of Certain Payments between Board Meetings: credit card, utility bills, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
 - Committee appointments
 - **Finance Committee**
 - Emily Peavey , Chair
 - Don Comstock
 - Mark Finn
 - Ed Pekarek
 - Voni Walker
 - **Administrative Committee**
 - Janice Porter, Chair
 - Laurie Hennessy
 - Anne Sobeck
 - Voni Walker
 - **Building & Grounds**

- Mark Finn, Chair
- Don Comstock
- Janice Porter
- Connie Synakowski

Trustee Porter made a motion to accept the agenda as presented. Trustee Hennessy seconded and the motion carried.

Discussion followed regarding the necessity of Library Board Trustees signing an oath of office. It was agreed that further research into the issue was necessary.

At 8:30 AM Trustee Hennessy made a motion to adjourn, Trustee Porter seconded and the motion carried.

Respectfully submitted,

Constance S. Synakowski
Secretary