

**Minutes of The David A. Howe Library  
Board of Trustees  
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 meeting to order at 7:31 AM.

**Discussion and Approval of Minutes:**

A motion was made by President Comstock and seconded by Trustee Hennessy to approve the December 12, 2017 minutes. Motion carried.

At 7:33 AM Trustee Porter moved to go into executive session for the purpose of discussing contractual issues. Vice-President Finn seconded and the motion carried.

At 7:55 AM Trustee Porter moved to come out of executive session. Trustee Hennessy seconded and the motion carried.

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

- Director Gunning presented the December circulation and program statistics. Overall circulation was up compared to December 2016.
  1. Director Gunning noted that the Andover Ecumenical Choir used the new choral mics purchased with Manley Grant money and they enhanced the performance.
  2. Secretary Synakowski asked about the significant decrease in the number of items added to the Library's holdings. Director Gunning informed the Board that the Library had procured several "material heavy" grants which accounted for the decrease in purchases.
- News from the Library...
  1. The auditorium programming has been scheduled for the 2018 season and includes the following:
    - a) Peregrine Road: January 25
    - b) Sorrow Estate: February 15
    - c) Emerald Irish Band: March 1
    - d) Beau Tackett (guitarist for Blake Shelton): March 22\* tentative
    - e) Best-selling author, Alex Berenson: May date to be determined
  2. Director Gunning has been in communication with Ed Bysiek in regard to his conducting the 2017 audit which will begin in February.

3. Director Gunning has purchased suggestion boxes which will be available for patron input as soon as they arrive.
- Departmental Reports...
    1. Youth Services
      - a) The Library purchased a Nintendo Switch for the Teen Loft which has proven to be very popular during Loft open hours and YMCA programming
      - b) Kate Miller will be offering a Thursday morning children's story time after January 15<sup>th</sup>.
      - c) Kate and Eric continue to work with Wellsville Elementary Librarian, Amy Hunt, to set up the cooperative program, Book Madness, for 4<sup>th</sup> and 5<sup>th</sup> graders. Students in those grades will receive a book bracket that includes 16 books popular for their age range, and will cast votes, using technology, to determine the final favorite. The program will run in conjunction with college basketball's March Madness.
    2. Special Collections
      - a) Emmett Kirsch continues to work on cataloguing and preserving the Library's special collections. He has digitized and archived the Holbrook postcard collections and is working on the Mott glass negatives.
    3. Technology
      - a) A new computer has been set up for Darlene Sherwood.
      - b) The Kindle Fire in the Children's section has been replaced with a newer model.
      - c) The DaVinci Pro Enhanced Vision Reader donated by the Association for the Blind will be moved to a main area in the Library to make it accessible.
      - d) Ken Reichmann will offer computer classes to The Office for the Aging
    4. Buildings and Grounds
      - a) Director Gunning informed the Board that the Library's current camera security system is sorely outdated. The new system needs to run compatibly with the STLS system. Director Gunning will contact STLS to get information about what system other libraries have used successfully.
      - b) The duct cleaning project came in under budget. Rick Dodd is looking into further work that needs to be completed before closing out the grant.
  - December Donations

1. The trustees reviewed the list of December donations and wish to thank all of those who supported the Library.

**Committee Reports:**

None

**Friends Report:**

The Friends:

1. Did not meet in December due to inclement weather.

**Old Business:**

1. The Administrative Policy Manual revisions are complete with the exception of the section on Endowment Management. When all of the negotiations with Clark Capital and GERALYN Gough are complete, that section can be revised and the document will be ready for Board approval.

**New Business:**

None

**Adjournment:**

At 8:21 AM. President Comstock moved to adjourn. Vice-President Finn seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary