

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

Trustees Present: Don Comstock (President), Emily Peavey, Ed Pekarek, Janice Porter, Anne Sobeck, Connie Synakowski (Secretary), and Nic Gunning, (Director)

Absent: Mark Finn, (Vice-President), Laurie Hennessey

Before the regular December meeting was called to order the trustees met with Margo Gustino, Deputy Director of the Southern Tier Library System. Ms. Gustino routinely meets with the boards of the libraries in the STLS to outline services they provide (such as facilities planning and funding planning) and to field any questions or concerns a board might have. During her presentation Ms. Gustino urged the DAH Board not to be conflict or risk averse.

Call to Order: President Don Comstock called the regular December 12, 2017 meeting to order at 9:15 AM.

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Walker to approve the November 14, 2017 minutes. Motion carried.

Trustee Walker moved to go into executive session for the purpose of discussing contracts and particular personnel. Trustee Porter seconded and the motion carried.

At 9:35 AM Trustee Porter moved to come out of executive session. Trustee Walker seconded and the motion carried.

Trustee Walker moved to increase Director Gunning's salary by 7% based upon superior performance on his annual evaluation and to offer him the opportunity to earn the same percentage (10%) from successful grants as the other senior staff members now receive. Trustee Pekarek seconded and the motion carried. President Comstock will meet with Director Gunning to review his annual performance evaluation and will announce his raise at that time.

Director's Report – Discussion on the following items:

- Director Gunning presented the November circulation and program statistics. Total circulation was up compared to November 2016.
- News from the Library...
 1. Director Gunning changed the Library's phone package with Verizon which resulted in a savings of \$50/month.
 2. The Library experienced plumbing problems during one of the Nutcracker performances which necessitated that the water be turned off in half of the

building and the patrons directed to use alternative facilities. The incident caused minimal disruption and the plumbing issues have been remedied.

- Departmental Reports...
 1. Erik Mikols and Kate Miller have met with the new Wellsville Elementary School Librarian to open lines of communication between the two libraries. The initial joint venture will involve 4th and 5th graders from the WES who will participate in a “Book Bracket” event which will take place at both libraries. Students will read books and vote on their favorites until the most popular book is chosen. The event will begin in February and run concurrently with March Madness.

- Programming
 1. The Nutcracker performances were all well attended. There were approximately 200 people at the Friday night performance and the Saturday and Sunday performances were sold out.

- Grants and Funding
 1. Director Gunning received \$1,700 from the Cattaraugus County Arts Council Grant which will fund auditorium programming.
 2. Kate Miller, Children’s Librarian, has applied for a Candlewick Light the Way Grant. Should she be successful the money will be used to purchase equipment and furniture for the Children’s Room.

Committee Reports:

1. The Administrative Committee met on December 11, 2017 to review the Library employees’ annual performance evaluations and determine salary increases based on merit. The increases fell within the range of 3-5%.

2. The Administrative Committee also recommended that the Board be notified when a donation of \$500 or more is made to the Library so that the trustees can personally thank the donors.

Friends Report:

The Friends:

1. Elected officers for 2018: Kris Bailey, President, Jody Bailey, Vice-President, Gina Elliott, Treasurer, and Monica Finn, Secretary.
2. Have a current balance of \$17,977.98.

Old Business:

1. President Comstock informed the Board that Clark Capital, the Board's choice to manage the Library's endowment fund, has requested an annual fee of 1.24%. While the Board was overwhelmingly in favor of using Clark Capital, it noted that the proposed fee was higher than the other firms considered. The Board agreed to ask if the fee were negotiable. President Comstock will call Geralyn Gough, the Library's liaison with Clark Capital, to inquire about the fee.
2. **In an email vote conducted on 12/8/17 the Board unanimously agreed to accept the reduced endowment management fee of .99% and to approve Geralyn Gough as the liaison between the Board and Clark Capital.**

New Business:

None

Adjournment:

At 9:45 AM. President Comstock moved to adjourn. Trustee Porter seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary