

**Minutes of The David A. Howe Library  
Board of Trustees  
February 13, 2018**

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

**Absent:** **Mark Finn** (Vice-President), Laurie Hennessy, Ed Pekarek, Voni Walker (Treasurer)

**Call to Order:** President Don Comstock called the February 13, 2018 meeting to order at 7:31 AM.

**Discussion and Approval of Minutes:**

A motion was made by Trustee Porter and seconded by Trustee Peavey to approve the January 9, 2018 minutes. Motion carried.

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

- Director Gunning presented the December circulation and program statistics.
  1. Overall circulation was up compared to January 2017.
  2. The Library's podcast had a record number of listeners last month.
  3. Programming numbers were also up.
  4. Several patrons enjoyed the Women's History and Women's Suffrage display and the Tracy Hetzel "Camouflage" art exhibit.
  
- News from the Library...
  1. The Trustees wish to send custodian Floyd Reynolds best wishes for a speedy recovery from the minor heart attack he recently suffered.
  2. Director Gunning experimented with scheduling a January concert (Peregrine Road with Rachel Bell) which met with moderate success.
  3. Director Gunning has applied for a Will Eisner Foundation Innovation Grant. If it is successful it will bring in funds for collection development and programming.
  4. There has been positive response to the newly formed Jane Austen Book Club. Members are currently reading *Emma*.
  5. Niki Gordon has recently re-started monthly adult craft classes at the Library which are meeting with a positive response from the public.
  6. Howe Happenings was mailed in postcard format in mid-January.
  7. Ed Bysiek has completed the Library's annual audit and the Comptroller's Report and is ready to present them to the Finance Committee. Director Gunning will email the Finance Committee members to schedule a date for the presentation.
  
- Departmental Reports...

## 1. Youth Services

- a) Erik Mikols has planned a second annual Anti-Valentine's Day party for teens on February 13<sup>th</sup> at 3:30.
- b) Teen photo classes taught by Marika Kaake are scheduled to begin in March.
- c) Books for the Sweet Sixteen Book Madnees event (a collaborative venture between Wellsville Elementary School and the Library) have been selected. The books will be available to students to read and vote on during their February school break.
- d) Kate Miller resumed Headstart story time on February 6<sup>th</sup>.
- e) Cris Johnson will visit the Library on Saturday, February 24<sup>th</sup> to do a Wacky Science Program for kids.
- f) Kate Miller is planning a Superhero Party on Saturday, May 12 at 1 PM in the Exhibition Room.

## 2. Special Collections

- a) Emmett Kirsch continues to work on cataloguing and preserving the Library's special collections. He has finished digitizing and cropping the Mott glass negatives.
- b) Emmet Kirsch and Erik Mikols have collaborated on an ALA/Wilmer Foundation Grant which, if successful, will bring in funds for the preservation of materials and teen programming.

## 3. Buildings and Grounds

- a) The custodial staff is working on some interior painting.
- b) The Library is having an issue with one of the new boilers not firing correctly. Trustee Peavey recommended calling John Hamilton, from Mazza Plumbing to assess the problem. Trustee Peavey is familiar with his work through her role in the school system.
- c) The custodial staff moved a sensor in the auditorium that was triggering the fire alarm whenever there was a water leak.

### **Committee Reports:**

**None**

### **Friends Report:**

The Friends:

- 1. Will begin soon begin ticket sales for the Dinner for Eight in the Library.

2. Currently have a balance of \$21,891.57.

**Old Business:**

1. President Comstock reported that the final paper work to approve the transfer of the Library's endowment management to Clark Capital should be completed this week. Because Community Bank has a lien on the endowment as a result of the building project loan, additional paper work was required.
2. Once the endowment transfer is finalized the final revisions to the "Policy on Endowment Management" can be made and the entire revised Administrative Policy Manual can be adopted.

**New Business:**

None

**Adjournment:**

At 8:26 AM. President Comstock moved to adjourn. Trustee Sobeck seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary