

**Minutes of The David A. Howe Library  
Board of Trustees  
April 10 , 2018**

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

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

**Call to Order:** President Don Comstock called the April 10, 2018 meeting to order at 7:31 AM.

**Discussion and Approval of Minutes:**

A motion was made by Trustee Hennessy and seconded by Vice-President Finn to approve the March 13, 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 down compared to March 2017. Director Gunning researched possible reasons and none stood out. The Board speculated that the continuing wintry weather may have been the cause.
- News from the Library...
  1. Through the Library Directors Advisory Council Nic is working on organizing a process for sharing new materials among area libraries who wish to participate.
  2. Author Alex Berenson will visit the Library on Saturday, June 2<sup>nd</sup> at 2 PM.
  3. The Rotary Club sponsored Easter Egg Hunt had extraordinarily high participation this year. Plans are underway to increase the number of eggs and to organize the hunts by age group for next year's event.
  4. Amanda Smith attended training on the changes for NYSLRS reporting and is certified to complete the report.
  5. Director Gunning led a well received Library tour for Alfred State architecture students.
- Departmental Reports...
  1. Adult Services
    - a) The grant funded exercise class "Move for Life" begins on Monday, April 17<sup>th</sup>.

- b) Poet Heather Hallberg Yanda will be giving a poetry reading from her debut collection on 4/17/18 in celebration of poetry month.

## 2. Youth Services

- a) Entries for the Teen Photo show are being submitted and displayed. Brian Oglesbee will judge the contest again this year. The reception is scheduled for May 1<sup>st</sup>.
- b) Erik Mikols is in the beginning stages of organizing a Renaissance Festival to be held on the Library lawn this summer.
- c) Katie Miller's first attempt at organizing the Book Madness event for 4<sup>th</sup> and 5<sup>th</sup> graders from WES and ICS was a great success. The Library-school partnership was positive. Over the course of the 4 week program students cast 462 votes and chose R.J. Palacio's book *Wonder* as the most popular read.
- d) The Superhero Party for 5-10 year olds is scheduled for May 12<sup>th</sup> from 1-2 PM in the Exhibition Room. Reservations for 50 participants will be taken two weeks in advance.

## 3. Special Collections

- a) Emmett Kirsch is inventorying the contents of "The Cage" located in the stacks.
- b) He is also posting some of the recently digitized item on the Library's Flickr page.
- c) The Library received a "Revisiting the Founding Era" grant which includes \$1,000 for historical programming aimed at teens.

## 4. Technology

- a) On February 22<sup>nd</sup> the Board voted online (7 yes, 1 abstention, 1 vote outstanding) to approve the Library's lending HotSpots. The Library is waiting for STLS to finalize cataloging the devices before lending can begin
- b) Ken Reichmann is scheduling a new weekly sewing lab on Thursdays.
- c) A Computer Basics class is scheduled for April 24<sup>th</sup> and a class entitled Stay Safe Online is scheduled for May 8<sup>th</sup>.

## 5. Buildings and Grounds

- a) The second phase of the duct cleaning project which will address more complex areas and the exhaust vents will take place later in April.
- b) New York State Construction Aid in the amount of \$885,000 was approved for STLS libraries. The Library needs to notify STLS by July 2<sup>nd</sup> if we intend to

apply. After discussion the trustees agreed to forego applying this year in order to continue to pay down the HVAC project loan and to engage in long-range planning for the possible installation of an elevator.

- c) President Comstock agreed to contact Doug Lynch regarding repairs to the sidewalk outside the auditorium and the brick wall along the edge of the parking lot.
- d) President Comstock will contact Shawn Lehman now that the weather has improved to get a quote on the landscaping proposal approved by the Buildings and Grounds Committee. Other trustees are looking into possible sources of landscaping work.

At 7:58 AM Vice-President Finn moved to go into Executive Session to discuss particular personnel and Trustee Hennessy seconded the motion. The motion carried.

At 8:20 Vice-President Finn moved to come out of Executive Session. Trustee Hennessy seconded and the motion carried.

#### 6. Personnel

- a) Floyd's surgery took place on April 5<sup>th</sup>. Brian Goodrich has been hired temporarily in Floyd's absence. Brian is working daily from 9-1.
- b) Liz Buchholz is out until May 2nd following surgery. Support staff is fulfilling her responsibilities.
- c) Alex Hill was hired on March 26, 2018 in the position of Student Library Clerk and is doing a great job.
- d) Emmet Kirsch's contract for work in Special Collections ends in July. The Board agreed not to renew.

#### **Committee Reports:**

##### **Finance Committee:**

The Finance Committee met with Ed Bysiek on April 4<sup>th</sup> to go over the 2017 audit and voted to approve.

##### **Friends Report:**

- 1) The Friends have a balance of \$20,261.19

##### **Old Business:**

1. President Comstock reported that the Vanguard transfer to Clark Capital was finalized on April 9<sup>th</sup>.
2. Trustees will meet quarterly with GERALYN GOUGH, representative of Clark Capital, to stay abreast of changes in the endowment.
3. Now that the endowment funds have been transferred revisions to the "Policy on Endowment Management" can be made and the entire revised Administrative Policy Manual can be adopted.
- 4.

**New Business:**

The Board voted to move the July Board meeting to the 17<sup>th</sup>.

**Adjournment:**

At 8:30 AM. President Comstock moved to adjourn. Vice-President Finn seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary