

**Minutes of The David A. Howe Library
Board of Trustees
May 8 , 2018**

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

Absent: Mark Finn (Vice-President), Ed Pekarek, Anne Sobeck

Call to Order: President Don Comstock called the April 10, 2018 meeting to order at 7:32 AM.

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Peavey to approve the April 10, 2018 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the April circulation and program statistics.
- 1. Overall circulation was up compared to April 2017. Auditorium programming will be suspended for the summer during Music on the Lawn.
- News from the Library...
 1. Director Gunning is working with other county librarians to sponsor a Job Fair which will be held in the DAHPL Exhibition Room in August.
 2. Niki Gordon is in the process of finalizing restaurants for the 2018 season of Tuesdays on the Terrace. The luncheon program will run from July 10-August 8 with the Duke House catering the first week.
 3. All departments are making preparations for the Summer Reading Program.
 4. The Friends are sponsoring the Alex Berenson author visit on Saturday, June 2 and the DAHPL will host mystery author Wendy Corsi Staub on August 2.
- Departmental Reports...
 1. Adult Services
 - a) The final meeting of the Jane Austen Book Club was held at the Duke House with 13 attending. The group plans to start a winter book club next year and read a modern author.
 2. Youth Services
 - a) The Teen Photo Show was very successful this year. Area teens submitted 111 entries. The Board thanks Brain Oglesbee for judging again. Both Andover and Fillmore Schools came to visit the exhibit and the final reception was well-attended.
 - b) Kate Miller will be offering a new session of story time in the Children's Room beginning May 10 and running through June 8. Kate was able to secure parking passes from the Village for parents who attend.

- c) The Superhero Party, “Heroes vs. Villains,” for 5-10 year olds is scheduled for May 12th from 1-2 PM in the Exhibition Room.
- d) Kate Miller was successful in her outreach for prizes for the summer reading program. The Buffalo Bills, the Buffalo Sabres, and Darien Lake all donated.
- e) The Library has received a grant from the Foundation for Southern Tier Libraries in the amount of \$750. The money will be used to purchase sensory furniture for the Children’s Room.

3. Buildings and Grounds

- a) The second phase of the duct cleaning project is finished and Director Gunning will now close out the New York State Construction Aid Grant.
- b) The boilers continue to be a problem. SmartEdge believes it may be a filter issue so they are being replaced.

4. Personnel

- a) Darlene Sherwood’s last day at the Library will be June 29, 2018. On Tuesday June 19th at 9 AM the Board is invited to attend a celebration of Darlene’s service.

At 7:53 AM Trustee Porter moved to go into Executive Session to discuss particular personnel and Trustee Hennessy seconded the motion. The motion carried.

At 8:15 Trustee Porter moved to come out of Executive Session. Trustee Hennessy seconded and the motion carried.

- b) Trustee Porter made a motion to offer Amanda Smith the position of Acquisitions and Finance Specialist as described in the following document at a salary of \$25,000 per year. Should she accept the offer, Amanda will be subject to a performance review in 6 months and considered for a salary increase after a year. Trustee Hennessey seconded the motion and it carried.**

Position Title	Acquisitions and Finance Specialist
Position Status	Full-time – 35 hours/week
Reports To	Director
Position Overview	<ul style="list-style-type: none"> • Bookkeeping • Materials Ordering and Processing • Memorials Notifications & Gift Processing
Duties include, but are not limited to	<p>Acquisitions:</p> <ul style="list-style-type: none"> • Maintaining standing order subscriptions and placing individual orders and as directed by senior staff. • Overseeing the processing of new and donated materials • Overseeing and assigning work to staff members assigned to that area • Communicating with STLS regarding item record creation <p>Finances:</p> <ul style="list-style-type: none"> • Overseeing the preparation of payroll and related reports • Maintenance of employee records/benefits • Enrollment of employees in health insurance and retirement system • Paying bills • Maintaining income and expense accounts • Setting up yearly budget in Quickbooks • Preparing monthly budget reports for Director and Board of Trustees • Reconciliation of bank accounts • Transferal of funds • Assisting with annual audits • Preparation of financial section for annual reports • Preparation of Forms 1099 for subcontractors

	<ul style="list-style-type: none"> • Filing and maintenance of financial records • Recording and processing gifts and memorials, including maintenance of Donor Database <p>Other</p> <ul style="list-style-type: none"> • Assisting on Circulation Desks • Maintaining a stock of general office supplies • Other duties as assigned by director
Required Skills and Abilities	<ul style="list-style-type: none"> • Aptitude for mathematics/bookkeeping • Organizational skills • Attention to detail • Ability to communicate effectively • Ability to multi-task • Effective time management skills
Qualifications	<ul style="list-style-type: none"> • 4 year college degree required • 2 years or more bookkeeping experience preferred

- c) In other personnel business, Custodian Floyd Reynolds has been approved to return to work following surgery on July 6th with restrictions and without restrictions beginning in October.

Committee Reports:

Finance Committee:

President Comstock made a motion for the full Board to approve the 2017 audit as presented by Ed Bysiek and preliminarily approved by the Finance Committee. Trustee Walker seconded and the motion carried.

Friends Report:

- 1) The Friends have a balance of \$18,761.

Old Business:

- 1) The pavers on the front steps continue to crumble. Rick Dodd is looking for replacements that match those already in place. Trustee Porter suggested checking with Southern Tier Concrete in Alfred as a possible source.
- 2) The Board suggested Director Gunning proceed with the cupola restoration project as soon as the weather permits. Director Gunning will send copies of the quotes via email for a Board vote.
- 3) **On May 8, 2018 the Board of Trustees voted over email to approve using Affordable Painting as the contractors for cupola restoration.**

New Business:Adjournment:

At 8:45 AM. President Comstock moved to adjourn. Trustee Peavey seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary