

**Minutes of The David A. Howe Public Library
Board of Trustees
June 12, 2018**

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

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

Call to Order: President Don Comstock called the June 12, 2018 meeting to order at 7:28 AM.

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Peavey to approve the May 8, 2018 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the May circulation and program statistics.
- 1. Overall circulation and auditorium program attendance was down slightly compared to May 2017. The Teen Photography Show and reception were well attended, as was the Hero vs. Villain Party. Director Gunning is re-thinking how the Library might put together its concert series.
- News from the Library...
 1. The Library's 2018-2019 budget proposal on the school budget vote was approved 246-32. Director Gunning notified by STLS that according to Education law, the Library technically does not have to put a proposal on the ballot if it is not asking for an increase.
 2. Director Gunning has begun regular delivery of 50 books a month to the Allegany County Jail. The Library received \$850 from STLS to purchase paperback books to circulate there.
 3. Director Gunning is presenting at the STLS Spring CE to promote the Directors Advisory Council which he chairs. Directors from throughout STLS will be touring the DAH in July.
 4. Niki Gordon and Director Gunning attended the "See All You Can See" event sponsored by the Blind Association.

- Departmental Reports...
 1. Adult Services
 - a) Sally Murphy who has taught craft classes at the DAH for the last four years is moving out of state. The trustees wish to thank her for her years of service to the library. Niki Gordon is pursuing other options for instructors.
 - b) The Young Sisters (June 14) will be the final auditorium concert until after MOTL.
 - c) Movies for all ages will continue throughout the summer.
 - d) Visiting author, Wendy Corsi Staub, will speak at the Library on August 2 at 6 PM.
 2. Youth Services
 - a) 100 6th graders toured the Library on June 11th. They especially enjoyed seeing the Teen Loft and left with library cards.
 - b) Eric Mikols is considering options for modifying Teen Anime Club to attract a new crowd.
 - c) The Library is partnering with daycare to offer a program called Baby Play Date.
 - d) Preschool Storytime (Thursdays at 10:30 AM) and Toddler Storytime (Fridays at 10:30 AM) will continue to be offered throughout the summer.
 - e) Kate Miller is beginning to plan the Fancy Tea Party which will be held on August 16th. There will be a unicorn theme this year.
 3. Technology
 - a) Ken Reichmann and Director Gunning met with a representative from ATN Security to get a quote for updating the Library's security cameras. The quote came in at \$6,000, \$4,000 less than the quote from the current provider. This option would double the number of cameras the Library currently has. Director Gunning submitted a proposal Manley Estate to secure funding for this project and is optimistic about the result.
 - b) Trustee Porter moved to accept the ATN proposal using 2017 fund balance to cover the cost. The expenditure would be reimbursed with monies from the Manley Grant should the proposal be successful. Trustee Walker seconded the motion and it carried.**
 - c) Ken Reichmann is also working on updating the public computer work stations.
 4. Buildings and Grounds
 - a) The Weavers have begun work on the Library landscaping.
 - b) East Wind is coming to assess the crumbling front steps and provide a quote for repair.

- c) Designs by Darrell gave Director Gunning a quote of between \$4,000 and \$5,000 to replace and seal all the pavers. Other options include replacing the steps with granite which would cost between \$12,000 and \$17,000 or replacing them with formed concrete which would cost between \$2,500 and \$5,500.
- d) Director Gunning suggested the Library try to fund the front step restoration project with the NYS Construction Aid Grant.
- e) Gary Ferraro from Affordable Painting came to speak to Director Gunning regarding the cost of the lift required to complete the cupola painting. The cost of the lift is \$2,000 more than originally quoted.
- f) Director Gunning also asked the Board to consider funding the painting of the dormer windows on the top floor which will look shabby once the cupola is painted.
- g) **Trustee Hennessy moved to approve the additional \$2,000 required for the use of the lift and \$2,400 for painting the 12 dormer windows on the top floor. Trustee Sobeck seconded the motion and it carried.**

5. Summer Reading Program

- a) The Summer Reading Program for adults, teens, and children will on June 25th and run through August 3rd. This summer's program has a music theme and is entitled "Libraries Rock." A variety of programs are scheduled for all ages.

6. Tuesdays on the Terrace

- a) Niki Gordon has booked the following restaurants to provide lunch on the Library terrace this summer:
 - o July 10th- Duke House
 - o July 17th- Mama's Smokin' BBQ
 - o July 24th- 3 Bums Pizza, Angelica
 - o July 31st-Wellsville Country Club
 - o August 7th- Chelsea's Catering
 - o August 13th- Milliner's Southern BBQ

7. Grants and Financials

- a) Director Gunning submitted a grant application to the Manley Trust in the amount of \$5,900. Should the Library receive the award the monies will be used to cover the costs of the security camera upgrade.
- b) The Library will receive \$7,500 in Bullet Aid from Senator Cathy Young's office.
- c) The Library continues to have issues with clarifying our 501 (c) (3) status. Our classification was originally set up with a sub-classification of 509 (a)

(3) in 1941. This sub-classification is causing problems for recent donors and the only remedy is to apply to the IRS for re-classification.

- d) **Trustee Walker made a motion to have Director Gunning submit a letter and the necessary paper work to the IRS requesting the Library's status be changed to a 501(c)(3) with a sub-classification of 509(a)(1) and 170 (b) (1)(a)(vi). Trustee Porter seconded the motion and it carried.**

8. Personnel

- a) Director Gunning and Niki Gordon interviewed 3 applicants for the part-time Circulation Clerk position. They are currently running a background check on the frontrunner.
- b) Darlene Sherwood's last day at the Library will be June 29, 2018. The Library will hold a small breakfast party in her honor on Tuesday, June 19th at 9 AM. Trustees are invited to attend.
- c) **The Board of Trustees want to thank Darlene Sherwood, Senior Clerk, for her many dedicated years of service to the DAH and wish her all the best in retirement!**
- d) Director Gunning will be on vacation July 8th-the 12th.

Committee Reports:

Finance Committee: none

Friends Report: none

Old Business:

- 1) The brick wall next to the parking lot and the sidewalk outside of the auditorium still need attention. President Comstock will contact Doug Lynch regarding repairs.

New Business:

- 1) Trustee Walker informed the Board that a Wellsville High graduate from her class, Dawn Day Quinn, has just published a novel and urged the Library to add it to its collection.

Adjournment:

At 9:14 AM. Trustee Porter moved to adjourn. Trustee Sobeck seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary