

**Minutes of The David A. Howe Library
Board of Trustees
July 17, 2018**

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

Absent: Mark Finn (Vice-President)

Call to Order: President Don Comstock called the July 17, 2018 meeting to order at 7:30 AM.

Discussion and Approval of Minutes:

A motion was made by President Comstock and seconded by Trustee Hennessy to approve the June 12, 2018 minutes. Motion carried.

Director's Report – Discussion on the following items:

- Director Gunning presented the June circulation and program statistics.
 1. Overall circulation was down compared to June 2017. Program attendance was up thanks to the podcast listeners, the Goofy Kooky Magic and Music Show and the Summer Reading Programs.
- News from the Library...
 1. The Library will be open from 8 AM-2 PM on Balloon Rally Saturday, July 21st. Library tours will be given at 9:00, 10:00, 11:00, and 1:00.
 2. Director Gunning has submitted a letter to the IRS requesting a change in the Library's not-for-profit status.
 3. Malik Acosta, Circulation Clerk, who started work on June 13, 2018, is a great new addition to the Library staff.
- Departmental Reports...
 1. Adult Services
 - a) The Adult Summer Reading Program is going well.
 - b) 24 people attended the yoga classes offered by Niki Gordon.
 - c) 125 people came to the Duke House Tuesday on the Terrace luncheon.
 - d) Shelia Kalbrenner has agreed to replace Sally Murphy and teach monthly craft classes.
 - e) Visiting author, Wendy Corsi Staub, will speak at the Library on August 2 at 6 PM.

- f) Director Gunning has applied for and received a full scholarship to the 2018 NYLA Conference.
- g) The Library had a presence at this year's Allegany County Fair and was able to interact with several fair-goers and distribute information about DAH's services.
- h) Wellsville High School graduate and author Dawn Day-Quinn has agreed to do an author visit at the Library in October.

2. Youth Services

- a) The Teen Summer Reading Program has been well-attended. Teens and tweens have attended Arcade Tuesdays, Mug Art, and Friday matinees.
- b) The Children's Summer Reading Program has been collaborating with several community groups to provide interesting programs for kids and parents. To date the Library has worked with STEPS Dance Studio, the Allegany County SPCA, the Fassett Greenspace, and Allegany County Trap Neuter and Return.
- c) The Fancy Tea Party is scheduled for August 16th.

3. Technology

- a) ATN Surveillance is scheduled to begin installing our new security cameras at the end of the week.
- b) There has been a recent increase in Tech Lab use.
- c) The Library's podcast celebrated its 150th episode which was documented in *The Spectator*.
- d) Authors Alex Berenson and David Dvorkin were interviewed in June and several other authors have been scheduled for the future.

4. Buildings and Grounds

- a) Director Gunning and Rick Dodd have developed a maintenance checklist.
- b) **Trustee Porter made a motion authorizing Director Gunning to expend up to \$4,200 to replace the broken pavers on the front steps and level the concrete slab outside the auditorium. Trustee Pekerak seconded the motion and it carried.**

At 8:32 Trustee Peavey made a motion to go into Executive Session to discuss contractual issues. Trustee Hennessy seconded the motion and it carried.

At 8:57 Trustee Porter made a motion to come out of Executive Session. Treasurer Walker seconded the motion and it carried.

Trustee Peavey made a motion for Director Gunning to send a fax today to Affordable Painting requesting a status update on the painting of the 12 dormer windows at the agreed upon price of \$200 per window. The window painting was to be completed by today, Tuesday, July 17, 2018, and is currently not finished.

Adjournment:

At 9:11 AM. Trustee Peavey moved to adjourn. Trustee Pekerak seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary