

**Minutes of The David A. Howe Library
Board of Trustees
August 14, 2018**

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

Absent: Ed Pekerak, Anne Sobeck, Voni Walker (Treasurer)

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 Vice-President Finn and seconded by Trustee Porter to approve the July 17, 2018 minutes as corrected. 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 July 2017. Program attendance was up.
- News from the Library...
 1. The Library was busy on the Saturday of Balloon Rally weekend. All of the tours were well-attended and the Book Sale was very successful.
 2. The Library partnered with the Red Cross on July 2, 2018 and hosted a blood drive. Twelve units of blood were collected which served 36 people.
 3. Allegany County History Week is being planned for the week beginning August 22nd. This year's theme will be WWI and WWII. There will be displays throughout the Library and lectures in the auditorium. The Library will hang vintage WWII posters from its special collections, four of which are the famous Four Freedoms prints by Norman Rockwell.
 4. Director Gunning has achieved success in organizing a Reciprocal Borrowing Program through the Directors Advisory Council. The program is designed to release new acquisitions to inter-library loan immediately rather than hold them in individual libraries for a specified length of time. There are currently 16 STLS libraries that have opted into the program and Director Gunning expects others will join.
 5. The Job Fair held at the Library on August 11th was a success. Director Gunning has received positive feedback from the 13 employers who participated and from many of the 50 job-seekers who attended.

6. Wendi Corsi Staub's author visit went well. The Facebook Live broadcast has over 350 views.
7. Tuesdays on the Terrace have had unprecedented attendance this summer. Over 100 people have participated each week.

- **Departmental News...**

1. The Adult Summer Reading Program had a slight increase in attendance from last year. The yoga classes on the terrace proved extremely popular.
2. Both youth summer reading programs were a success. 43 teens registered as readers. The Crafts for a Cause classes and the children's dance lessons taught by an instructor from STEPS Dance Studio were highlights.
3. The Fancy Tea will take place on August 16th from 1-2 PM. 43 children are registered to date.

- **Technology**

1. ATN has installed the new security cameras throughout the Library inside and out. The new feed produces high definition images and the cameras can be monitored and adjusted from anywhere using a smartphone. Many areas in and around the Library that did not have security camera coverage are now monitored.

- **Buildings and Grounds**

1. Affordable Painting has informed Director Gunning they cannot complete the cupola painting job for which they contracted. They did finish painting the dormer windows and the windows above the stairs going to the parking lot. Director Gunning will explore other options for companies to complete the work. Director Gunning is in talks with Affordable Painting's insurance company regarding compensation for the outside pavers which were broken by AP's lift.
2. Darrell Towsley will level the pavers outside of the auditorium before programming begins in September.
3. The Board of Directors Annual Building Tour will take place after the September 11th Board Meeting.

- **Personnel**

1. **On August 6, 2018, per the Administrative Committee's proposal, the trustees voted unanimously online to offer Floyd Reynolds a part-time (20 hrs./week) Janitor position to begin immediately and to begin the search for new part-time (20 hrs./wk.) custodian.**
2. Floyd Reynolds returned to work on August 7, 2018 in his new position as Janitor at 20 hours a week.
3. Liz Buchholz has announced her intention to retire at the end of this month.

4. **Trustee Porter made a motion to accept the Administrative Committee's proposal to increase any current or future circulation clerks' hourly wages to \$12.00. Trustee Hennessy seconded the motion and it carried.**
5. The Board also discussed its willingness to consider merit raises for employees at budget time.

Grants

1. Director Gunning has received the 2017 New York State Construction Aid Grant final report, and a check for the remaining balance. These monies funded the Library's duct work cleaning project.
2. Director Gunning also received the full amount of his request to the Manley Grant in the amount of \$5,900. This money will be used to cover the cost of the security camera upgrade.
3. Niki Gordon is working on a Poets and Writers Grant to fund hosting author Dawn Day Quinn, a Wellsville High School graduate.
4. Kate Miller submitted a COSAC mini-grant requesting sign-language materials and programming.

Committee Reports: None

Friends Report: The Friends...

1. Did not meet in July
2. Made a \$3,139.42 profit on their kayak raffle fundraiser

New Business:

1. Trustee Porter inquired about replacing the deteriorating rubber mats under the chairs in the computer area. Director Gunning will look into options and report back to the Board.

Adjournment:

At 8:37 AM Vice-President Finn moved to adjourn. Trustee Peavey seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary