

**Minutes of The David A. Howe Library  
Board of Trustees  
September 11, 2018**

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

**Absent:**

**Call to Order:** President Don Comstock called the September 11, 2018 meeting to order at 7:28 AM.

**Discussion and Approval of Minutes:**

A motion was made by President Comstock and seconded by Trustee Porter to approve the August 14, 2018 minutes. Motion carried.

**Director's Report** – Discussion on the following items:

- Director Gunning presented the August 2018 circulation and program statistics.
  1. Overall circulation was down compared to August 2017. Director Gunning noted that there was an increase in “holds filled” as a result of the newly instituted reciprocal borrowing program. Program attendance was up.
- News from the Library...
  1. Director Gunning informed the Board that the Library will be a hub for voter registration on September 25<sup>th</sup>. Registration materials will be available.
  2. Director Gunning reminded the Board that the Library will begin self-cataloguing in January as STLS will no longer be providing the service. Books will come from Brodart shelf ready which will make them available to patrons sooner, but the new process will also be more expensive. When the Finance Committee develops the 2019 budget it needs to take this increase into account.
  3. Director Gunning and Eric Mikols will attend the Legislative Breakfast on September 14
  4. There are now 20 libraries within STLS participating in the reciprocal borrowing program initiated by Director Gunning.
  5. The Library is meeting with members of the Historical Round Table to finalize plans for Allegany County History Week which will be held September 24-30.
- **Departmental News...**

1. Fall sessions will begin in the Youth Services departments.
2. Story time numbers continue to be down. Kate Miller, Children's Librarian, keeps trying new things to boost attendance. She will begin DIY Mondays, promote the 1,000 Books before Kindergarten program, and has planned a Hallowe'en party for October 27<sup>th</sup> when Hawk Creek will visit the Library with owls and various other birds.
3. Eric Mikols has re-branded Anime Club as Teen Night to attract new participants and will run the popular Arcade Tuesdays.
4. Plans for creating an Escape Room experience are in the works for early 2019.

- **Buildings and Grounds**

1. Darrell Townsley has completed work on leveling the sidewalk slabs outside the auditorium and repairing the broken ones in the front of the Library. He has also begun work on replacing the broken pavers on the front steps.
2. At the time of the meeting Director Gunning was waiting for a quote from M J Painting Contractor Corp. for painting the cupola.
3. **In an online vote on September 13, 2018 the trustees voted unanimously to accept M J Painting Contractor Corporation's quote of \$25,680.00 for scraping, caulking, and painting the cupola with the following caveats: a) There is a budget surplus to cover the cost b) The work is completed before inclement weather.**
4. Director Gunning has received a check from State Farm Insurance Company to cover the cost of replacing the front sidewalk damaged by Affordable Painting.
5. The rubber floor mats have been replaced throughout the Library.
6. Director Gunning is getting quotes to recover several of the upholstered chairs in the Library that are in disrepair.
7. The trustees will participate in the annual tour of the building at the end of today's meeting.

- **Personnel**

1. Circulation Clerk Liz Buchholz retired after 15 years of dedicated service to the Library. The trustees thank her for her work and wish her well in retirement.
2. Nicole Pepe began work as the Library's new Circulation Clerk on August 27, 2018.
3. Director Gunning and Rick Dodd are currently interviewing for the open maintenance position.

- **New Business**

1. The regularly scheduled October Board of Trustees meeting conflicts with the annual STLS meeting in Painted Post.
2. Trustees agreed to move the October board meeting to Friday, October 19, 2018 at 8:00 AM.

**Committee Reports:**

1. The Finance Committee agreed to meet at 7:30 AM on October 19, 2018 to finalize the 2019 budget for presentation to the Board.

**Friends Report:** The Friends...

1. Have a balance of \$22,405.46
2. Are working on plans for the Christmas party to be held before the Saturday afternoon performance of The Nutcracker.

**New Business:**

1. Hospital employees are parking in the Library lot and taking spaces from patrons. Director Gunning will notify Eva Benedict, CEO of Jones Memorial, of the problem.

**Adjournment:**

At 8:07 AM President Comstock moved to adjourn. Trustee Pekerak seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary