

**Minutes of The David A. Howe Library
Board of Trustees
October 19, 2018**

Trustees Present: Don Comstock, President, Ed Pekarek, Emily Peavey, Voni Walker (Treasurer), Connie Synakowski (Secretary), and Nic Gunning, (Director)

Absent: Mark Finn (Vice-President), Laurie Hennessy, Janice Porter, Anne Sobeck

Call to Order: President Don Comstock called the October 19, 2018 meeting to order at 8:27 AM.

Discussion and Approval of Minutes:

A motion was made by Trustee Pekarek and seconded by President Comstock to approve the September 11, 2018 minutes. Motion carried.

Director's Report – Discussion on the following items:

- News from the Library...
 1. Director Gunning advised the Board that the Library is now required to supply sexual harassment training for its employees by January 1, 2019. Discussion followed about possible resources to provide it. Director Gunning will make the necessary contacts.
 2. The Allegany County History Week exhibits were a great success and Director Gunning received several compliments on the WWII Norman Rockwell posters the Library provided from its special collections.
 3. Sheila Kalkbrenner is working out very well and is providing popular craft classes.
 4. Wellsville High School graduate and published author, Dawn Day Quinn, will visit the Library on Thursday, October 25th in the Monday Club Room.
 5. The Library was able to add \$800 worth of books to its collection at no cost as a result of Director Gunning's outreach to the Allegany County jail.
 6. October is the final month of STLS book cataloging. The Library will be switching to Brodart in November.

- **Departmental News...**
 1. Kate Miller will begin publicizing the 1,000 Books before Kindergarten project in the Children's Room. There will be a kick-off party in mid-November for children and parents to learn about the program. Rotary has agreed to partner with the Library and provide financial support.

2. There will be a children's Hallowee'en party on Saturday, October 27th. As a part of the festivities, Hawk Creek will bring their Harry Potter owls to the Library at 12:30.
3. ABC Storytime has been well-attended.
4. Kate Miller, Children's Librarian will be celebrating DINOvember with a coloring contest and is soliciting area businesses for prizes.

- **Buildings and Grounds**

1. The new custodians are working out well and completing some end-of-the season painting.
2. Director Gunning has received a quote from Danny Sortore to re-upholster all of the chairs on the main floor. **Trustee Pekarek made a motion to expend up to \$9,000 to have the upholstery work completed. Trustee Peavey seconded and the motion carried.**
3. In other buildings and grounds business, **Trustee Walker made a motion to authorize spending \$2,500 to complete construction of new office space in the County Room. Trustee Pekerak seconded and the motion carried.**
4. Mike Johns from MJ Painting and Contracting has informed Director Gunning that they are unable to complete the painting of the cupola as planned and the work will have to be postponed until spring.

- **Grants and Awards**

1. Director Gunning has submitted a Tri-County Arts Council Grant for 2019 in the amount of \$5,000. If he is successful the monies would be used for auditorium programming.
2. Kate Miller received an Outreach Mini-Grant from the Coordinated Services Advisory Council. The \$1,000 will be used to start a series of sign language classes at the Library.
3. The tech materials purchased from the 2017 Manley Grant are arriving and being installed in the auditorium.
4. The Library received a 2018 Grass Roots Award for sponsoring the job fair and for creating early literacy kits in conjunction with the Allegany County Directors' Association.

- **Personnel**

1. Saturday, October 6, 2018 was custodian Ryan Williams' last day.
2. Jim Knapp began working as custodian on Wednesday, October 3, 2018.
3. Director Gunning requested that **the board add auditorium programming to Jessica Wieszczyk's job description and increase her current working hours by an additional 10 hours per week, effective January 1, 2019. Trustee Walker made a motion to accept Director Gunning's request and to increase Jessica's salary by 5% from \$16,380 to \$22,932. Trustee Peavey seconded and the motion carried.**

4. Director Gunning also requested that **Niki Gordon's salary be increased from \$29,328 to \$30,000 effective January 1, 2019. President Comstock made the motion to raise Niki Gordon's salary per Director Gunning's request. Trustee Pekerak seconded and the motion carried.**

Committee Reports:

1. The Finance Committee met 7:30 AM on October 19, 2018 to finalize the 2019 budget for presentation to the Board. **Trustee Peavey made a motion to accept the 2019 budget as proposed by Director Gunning and amended during the Finance Committee meeting. Trustee Walker seconded the motion and it carried.**
2. **Friends Report:**

The Friends had no October meeting.

Old Business:

1. Secretary Synakowski brought up the fact that the mortar on the front step pavers is already beginning to deteriorate even though it has recently been repaired. Director Gunning has a meeting scheduled with the contractor who did the work to discuss a remedy.

New Business:

1. Trustee Pekerak encouraged the Board to plan activities such as exhibits and speakers that would showcase the women's suffrage movement for the 2020 centennial of the 19th Amendment.
2. President Comstock suggested that the Board be more active in soliciting donations and encouraged planning a social gathering for large donors at the end of the year.
3. Director Gunning advised the Board that he would like to pursue his MLS degree and hopes to discuss his plans with the Board in the future.
4. Financial Advisor, GERALYN GOUGH will attend the November 13, 2018 board meeting to present a 6 month portfolio review.

Adjournment:

At 9:20 AM Trustee Pekerak moved to adjourn. Trustee Peavey seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary