

**Minutes of The David A. Howe Library  
Board of Trustees  
November 13, 2018**

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

**Absent:** Mark Finn (Vice-President), Ed Pekarek, Voni Walker (Treasurer)

**Call to Order:** President Don Comstock called the November 13, 2018 meeting to order at 7:34 AM.

**Discussion and Approval of Minutes:**

A motion was made by Trustee Porter and seconded by Trustee Sobeck to approve the October 19, 2018 minutes. Motion carried.

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

- News from the Library...
  1. While circulation statistics are down from October 2017, they are up from last month. Programming statistics are up.
  2. Upcoming Library programs include: author Eli Knapp who will speak on tomorrow (11/14), Creek Bend Band (11/15), author William Paquette, who has written a book about the Pink House (11/29), the Nutcracker (12/7-9), and the Andover Ecumenical Choir (12/14).
  3. Director Gunning continues to work on community outreach efforts. He is currently working with the Allegany County Jail and will attend their January planning meeting in hopes of formalizing a liaison between the two entities. Children's Librarian, Kate Miller, is now reading at both Headstart and Trinity Daycare, and Niki Gordon coordinated Alfred State student volunteers to help with the DVD card project.
  4. Director Gunning and staff are also developing kits for caregivers of adults with memory loss.
  5. Attorney Kirkwood will be providing sexual harassment training to the Library staff at no charge.
  
- **Departmental News...**
  1. The Hallowe'en Party was a great success with over 50 children and 25 adults attending.
  2. DIY Monday night and Storytime have been well-attended.
  3. The Friends of the Library and Wellsville Rotary Club are partnering to sponsor the upcoming 1,000 Books before Kindergarten initiative. Director Gunning noted that there has been significant community interest. A bag inscribed with the

program name, the Library's name, and the Rotary sponsorship will be given to participating families to carry books to and from the Library. Trustee Porter suggested contacting the Pre-K classes to encourage their involvement

- **Buildings and Grounds**

1. The new custodians are working out well so far. Director Gunning and Head of Maintenance, Rick Dodd, have developed a daily/weekly/monthly checklist of duties and are holding a regular maintenance staff meeting.

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Regular Board business was suspended at 8:00 AM upon the arrival of financial consultant, Geralyn Gough. Today's meeting was for the purpose of reviewing the status of the Library's endowment since the change from Vanguard to Clark Capital.

Ms. Gough distributed copies of the Portfolio Review for the David A. Howe Library Endowment document to all trustees present. Ms. Gough explained that while the Library's investment account is currently down (\$6,191.96) there are several factors contributing to the loss:

1. In recent months growth funds have done better than value funds and the Library is primarily invested in value funds
2. October was a bad month on the stock market overall
3. The Library makes monthly withdrawals from the endowment to cover operating expenses

Ms. Gough has reduced her advising fee to 0 as of November 2018.

Ms. Gough also noted that the Library still has two existing accounts with Vanguard. One account holds two stocks that were given to the Library and the other account holds the school tax revenue.

The Board decided to keep these two accounts to provide a seamless way to provide for future stock donations or tax revenue.

The Board decided to meet regularly with Ms. Gough in April and again in October to continue to monitor the progress of the fund.

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## **Committee Reports:**

- **Finance Committee**

1. The Finance Committee recommended that **the Board vote to forego a request to increase the Library's funding through the school tax vote due to a projected surplus in the 2019 budget. Trustee Hennessy made a motion to accept the Finance Committee's recommendation, Trustee Porter seconded and the motion carried.**

- **Friends Report:**

1. The Friends have a balance of \$20,621 as of 11/1/18.

- **Old Business:**

1. Trustee Porter asked about the status of the pavers on the front steps. Director Gunning is working on re-scheduling a meeting with Darrell Towlsley who did the work to discuss a plan for fixing them.
2. The Board needs to approve the Personnel Policy to include updated language about sexual harassment training.
3. The Finance Policy also needs to be updated to include the changes from Vanguard to Clark Capital.

- **New Business:**

1. The Board needs to complete Director Gunning's annual evaluation in December.
2. Director Gunning advised the Board that payroll dates will be re-scheduled so that there will be built-in lag time for processing between the end of the payroll period and the issuing of checks. The staff has been notified.

- **Adjournment:**

At 8:44 AM Trustee Hennessy moved to adjourn. Trustee Porter seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary