

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

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

Absent:

Call to Order: President Don Comstock called the December 11, 2018 meeting to order at 7:32 AM.

Regular Board business was suspended while Attorney Pamela Kirkwood gave an overview of the legally required sexual harassment training she provided for Library employees. Ms Kirkwood emphasized that the Board's role is one of oversight, and that all complaints should be addressed in a timely fashion. A Library Supervisor, Director Gunning, the Board Chairperson, or an outside designee can conduct an investigation. Attorney Kirkwood also advised the Board to update its Administrative Policy Handbook to include the latest recommended practices.

Discussion and Approval of Minutes:

A motion was made by Vice-President Finn and seconded by Trustee Peavey to approve the November 13, 2018 minutes. Motion carried.

Director's Report – Discussion on the following items:

- News from the Library...
 1. Circulation statistics are down again this month from the previous year. Discussion followed regarding possible causes. Director Gunning will research trends comparing year-to-year statistics and report back to the Board at the January meeting in an effort to identify any issues that may be within the Library's control. Director Gunning believes that how digital materials are purchased and counted may be one of the causes.
 2. The Library is beautifully decorated for the holiday season inside and out.
 3. Director Gunning was re-elected Chair of the Directors' Advisory Council.
 4. Director Gunning is still awaiting word from the Tri-County Arts Council regarding funding for auditorium programming.
 5. Upcoming Library programs include: the Andover Ecumenical Choir (12/14), and a re-scheduled performance of the Creek Bend Band for a Christmas concert on 12/20.
 6. Director Gunning worked with the WPD to address a disruptive patron who has received several warnings about inappropriate behavior. The

patron has been notified in writing that he is banned from the premises for 30 days.

7. The Village has donated its holiday parking money to the Library.

- **Departmental News...**

1. New games have been purchased for the Teen Loft in preparation for an end-of-the-year game night.
2. Children's Librarian, Kate Miller, is planning a book swap when parents can bring books their children have outgrown and trade them for more age appropriate ones.
3. The 1,000 Books before Kindergarten program is in the early stages of readiness with 15 families registered to date. The program will begin officially after the holiday season.
4. Family sign-language classes will begin in late January.
5. Mrs. Ida Case, Angelica teacher and children's author, will be at the Library around Groundhog Day for a reading and book signing.
6. Ken Reichmann taught a successful technology class for home school families.
7. One-on-one tech labs have been well-attended.
8. Adult programming has included two well-attended author visits with two more (Susan Evans and Elizabeth Bysiek) scheduled for early 2019.

- **Buildings and Grounds**

1. Danny Sortore has completed the re-upholstering of many of the main floor chairs.
2. The salt substitute seems to be working well on the front steps.
3. The back-up boiler continues to not work properly. Director Gunning is in communication with Smart-Edge supervisors in hopes of finally remedying the problem.

Committee Reports:

- **Administrative Committee**

1. The Administrative Committee agreed to meet on Friday, December 21, 2018 at 8 AM to collate the Director's annual evaluation reports. All trustees must submit their evaluations online to Trustee Porter before that meeting.

- **Friends Report:**

1. The Friends have a balance of \$18,690.46.
2. They have welcomed two new members, Elaine Walsh and Cindy Baker.
3. They will be running their annual Dinner for Eight at the Library raffle which will be offered by The Stillwater. The drawing will be held on February 3, 2019.

- **Old Business:**

1. Both the repairs to the mortar on the front steps and the cupola painting have been postponed until the spring.

- **New Business:**

1. Trustee Walker recommended that the Library recognize its largest donors with a Christmas card to thank them for their continued support and generosity. Director Gunning will send the cards out within the next two weeks.
2. The January 2019 Board meeting will include the annual re-organizational meeting and a vote on the updated sexual harassment and financial policies for inclusion in the Administrative Policy Handbook.

- **Adjournment:**

At 9:23 AM Trustee Hennessy moved to adjourn. Trustee Pekerak seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary