

**Minutes of The David A. Howe Library
Board of Trustees
January 8, 2019**

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

Absent: Emily Peavey, Ed Pekerak, Voni Walker (Treasurer)

Call to Order: President Don Comstock called the January 8, 2019 meeting to order at 7:35AM.

Discussion and Approval of Minutes:

A motion was made by Vice-President Finn and seconded by Trustee Porter to approve the December 11, 2018 minutes. Motion carried.

Director's Report – Discussion on the following items:

- News from the Library...
 1. Circulation statistics were up overall as compared to December 2017.
 2. Director Gunning also provided the Board with a 5 year annual circulation statistics summary that showed a very consistent trend in overall transactions.
 3. Director Gunning advised the Board that he has begun talks with CPA Ed Bysiek about the 2018 audit and comptroller's reports.
 4. Director Gunning and Erik Mikols will attend the ALA Midwinter Conference from January 25-29th.
 5. The David A. Howe will host the STLS Board meeting in September.

- **Departmental News...**
 1. January Adult Services will include the resumption of monthly craft classes (which have proven very popular), a presentation by local author Susan Evans, and The Endless Winter Book Club.
 2. January Youth Services will include YMCA and ICS after school programs on Thursdays. The ICS program will expand to include computer classes taught by Ken Reichmann and Erik Mikols.
 3. Children's performances in the auditorium are in the planning stages.
 4. A play kitchen has been purchased for the Children's Room. The toy will rotate with the light table and the puppet theater to keep children interested and to appeal to a variety of learning styles.

5. Hands-on programming (an“Un-Storytime”) is being developed for Friday mornings in the Children’s Room when traditional Storytime is not offered.

- **Buildings and Grounds**

1. Danny Sortore has completed the re-upholstering of all of the chairs in the main floor computer area and has done a beautiful job.
2. Rick Dodd is making progress on the new office downstairs which will house Amanda and Jessica.
3. Niki Gordon will move into Amanda’s current office.
4. In the near future the Tech Lab will move into the area behind the circulation desk.

- **Grants and Finances**

1. Niki Gordon’s Allegany Area Foundation Grant was approved in the amount of \$500 which will go toward the cost of reupholstering the Library chairs.
2. Director Gunning’s Tri-County Arts Council Grant was funded for \$3,000 which will offset the cost of auditorium programming.
3. After extensive research, Director Gunning made a proposal to the trustees to consider purchasing Foundation Search software system. This system would allow senior Library staff to do targeted research for funding sources that are specifically aligned with our needs. Director Gunning believes the Library will recoup the cost of membership through grant awards within a year.
4. **After discussion about possible funding sources for the membership fee, Trustee Porter made a motion to approve the expenditure of \$8,995 for a six year membership in the Foundation Search system. Trustee Hennessey seconded and the motion carried.**
5. Director Gunning sent Christmas cards to the Library’s biggest donors to express our appreciation for their generosity.
6. Discussion followed about planning and scheduling an event in the spring to entertain and recognize the Library’s large donors.

At 8:34 AM President Comstock made a motion to go into executive session for the purpose of discussing particular personnel and contractual matters. Secretary Synakowski seconded and the motion carried.

At 9:12 Secretary Synakowski made a motion to come out of executive session, Trustee Sobeck seconded and the motion carried.

President Comstock made a motion based on the recommendation of the Administrative Committee and on the results of Director Gunning's annual evaluation to approve a 4% salary increase for Director Gunning for fiscal year 2019. Trustee Hennessey seconded and the motion carried.

Committee Reports:

- **Administrative Committee**

1. The Library's Administrative Policy Manual still needs revised language for the Financial Operating Procedures section and the the Sexual Harassment Policy. Director Gunning is awaiting input from outside sources in order for those sections to be completed.

- **Friends Report:**

1. The Friends meeting was postponed until 1/11/19.

- **Adjournment:**

At 9:21 AM President Comstock moved to adjourn the regular meeting. Trustee Porter seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary

**Minutes of The David A. Howe Library
Annual Re-organizational Meeting
Board of Trustees
January 8, 2019**

At 9:33 AM President Comstock called the January 8, 2019 Annual Re-organizational Meeting to order.

Trustee Sobeck moved to approve the meeting's agenda with the following revisions:

1. The Designation of the Official Newspaper title will be revised to read *The Spectator*.
2. Trustee Hennessey will become the Administrative Committee Chairperson.
3. The following trustees whose terms are expiring in April, 2019 will be removed from committee assignments and will be replaced with the names of new trustees when they join the Board:
 - a) Vice-President Mark Finn
 - b) Trustee Janice Porter
 - c) Secretary Connie Synakowski

Trustee Porter seconded the motion and it carried.

At 9:45 Trustee Porter moved to adjourn the 2019 Annual Re-organizational Meeting. Trustee Sobeck seconded and the motion carried.