

Minutes of the David A. Howe Library  
Board of Trustees Meeting  
November 12, 2019

Trustees Present: Donald Comstock, President, Laurie Hennessy, Tom Reuning, Madeleine Gasdik, Kris Green, Nic Gunning, Director, Emily Peavey, Vice-President, Nancy Reuning, Voni Walker, Treasurer, Anne Sobeck, Secretary

Trustees Absent: none

Call to Order: President Donald Comstock called the November 12, 2019 meeting to order at 7:37am.

Discussion and Approval of Minutes: Motion made by President Comstock and seconded by Trustee Walker to approve the November 2019 minutes. Motion carried.

Director's Report:

A. Statistics

-Circulation

There was a significant increase in checkouts this month.

Computer usage was down.

-Program

There was a very significant increase in program attendance this month.

B. News from the Library

-The Genesee Dance Theatre is looking for hosts for a few of their dancers the weekend of the Nutcracker performance.

-Amanda, Jessica and Nic attended the STLS Annual Meeting.

-Eric and Nic will be attending the NYLA Conference.

-Work continues on a process to pay lost item fees among the libraries.

-The DAHL participated in the Great Give Back program with a winter coat drive for Catholic Charities and donations to the Rescue Pups of Friendship.

Approximately 100 people stopped in the Library to donate!

C. Department Reports

Auditorium:

Creek Bend Band---Thursday, November 14<sup>th</sup>

Andover Ecumenical Choir---Monday, December 9<sup>th</sup>

The Nutcracker---December 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>

Youth Services:

-October was a very busy and well-attended month for the children's section.

-November ("Dinovember") will be dedicated to all things dinosaur including crafts, activities, movies and book club. There will also be programs planned for the week of Thanksgiving break.

- Kate is now having a storytime at Montessori as well as Trinity and Headstart.
- Kate has started a book club at the ICS for 5<sup>th</sup> graders.
- Kate and Eric will be participating in the R.O.A.R (Reach Out And Read) program at the Elementary School.

Technology:

- The tech labs continue to do well.
- Ken and Nic have been working with Newspaper Archives and the DAHL now has 100 years of newspapers available!

D. Building and Grounds

- The steam boilers have been turned on for the winter season.
- Rick is contacting masons regarding the repairs to the terrace and walls.

Personnel

- Ursula Gray resigned.
- Jeremiah Pizarro put in his notice.
- Nic will begin interviewing for both positions soon.
- Nic has been in contact with Carrie Whitwood of Ardent Solutions regarding staff training for the handling of difficult work situations.
- Staff evaluations have been completed by Nic.

Friend's Report:

“Ladles for the Library” was a great success bringing in approximately \$1,200.00

Old Business:

Trustee Peavey will be looking into the NY Accounts savings program for us.

New Business:

A Cocktail Party to thank past and present DAHL donors will be held Wednesday, December 11<sup>th</sup> from 5:30pm to 7:00pm at the Library, holiday music will be provided.

The administrative committee will meet Thursday, December 5<sup>th</sup> at 4:00pm to finalize the Director's evaluation.

Adjournment: Motion to adjourn the meeting by Trustee T. Reuning and seconded by Trustee Walker at 8:30am. Motion carried.

Respectfully submitted,  
Anne Sobeck  
Secretary