

Minutes of the David A. Howe Library
Board of Trustees Meeting
December 10, 2019

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

Trustees Absent: Emily Peavey, Vice-President

Call to Order: President Donald Comstock called the December 10, 2019 meeting to order at 7:33am.

Discussion and Approval of Minutes: A motion was made by Trustee Green and seconded by Trustee Gasdik to approve the December 2019 minutes. The motion carried.

Director's Report:

A. Statistics

-Circulation

Total checkouts were up by 1000 from November 2018!

-Program

Total programming was up by 900 from November 2018!

Podcast listens were 1174!

Overall, November was a great month for the DAHL.

B. News from the Library

-There is currently a WWI Poster Exhibit from the Smithsonian Institute on display in the local history room.

-Director Gunning will be participating in a Christmas Festival at the Inn at Houghton Creek.

-The Director's Advisory Council is discussing it's options in response to the Macmillan "embargo". This will affect the future of obtaining digital materials for all libraries nationwide.

-Author Susan Wiggs, known for her "Lakeshore Chronicles", will be visiting the DAHL during National Library Week in 2020.

-Eric and Director Gunning participated in the Salvation Army Bell-Ringing on December 6th.

C. Department Reports

Auditorium:

-The Andover Ecumenical Choir Concert performed December 9th.

-The Nutcracker will be performing December 13-15th.

-Annual showings of The Polar Express and A Muppets Christmas: Letters to Santa are scheduled.

Youth Services:

- “Dinovember” was a great success! There were 36 children that participated and approximately 20 adults.
- Eric is planning on revamping the Junior and Young Adult programming in 2020 to stay current.

Technology:

- Ken is teaching another session of computer classes at the Senior Luncheons.

D. Building and Grounds

- The DAHL has been decorated inside and outside for the Holidays and looks beautiful!
- Rick is pricing tractors to aid with snow removal.

E. Personnel

- Amy Hunt has been hired for the circulation opening.
- Sheyana Smith has been hired for the custodial opening.
- Jose Soto of Ardent Solutions will hold a training session regarding patron interaction for the staff.
- All state requirements are being met for the sexual harassment prevention training for the staff.

F. Grants

- Niki applied for and received a \$500.00 grant from Poets and Writers to host a writer’s workshop and reading at the library.
- Jessica obtained full funding of \$3775.00 from the Tri-County Arts Council grant which will pay for part of 2020’s Auditorium Programming.

Friend’s Report:

- The Annual Children’s Christmas Party will be Saturday, Dec.14th before the Nutcracker Performance.
- The Cocktail Party to thank past and present donors is set for Wednesday, Dec. 11th from 5:30 to 7:00pm.

Old Business:

- Awaiting several insurance quotes. Insurance renewal is April 2020 for the DAHL.
- Awaiting masonry quotes for Spring work on terraces and walls.

New Business:

- Director’s Evaluation

- Motion to go into Executive Session made by Trustee T. Reuning at 8:10am, seconded by Trustee Hennessy. Motion carried.
- Motion to come out of Executive Session made by Trustee Walker at 8:35am, seconded by Trustee Gasdik. Motion carried.

Adjournment: A motion to adjourn the meeting by Trustee Gasdik and seconded by Trustee Hennessy at 8:36am. The motion carried.

Respectfully submitted,
Anne Sobeck
Secretary