

Minutes of the David A. Howe Library
Board of Trustees Meeting
January 14, 2020

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

Trustees Absent: Laurie Hennessy

Call to Order: President Donald Comstock called the January 14, 2020 meeting to order at 7:30am.

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

Director's Report:

A. Statistics

-Circulation

Circulation was significantly increased overall in 2019 as compared to 2018.

-Program

Program attendance was significantly increased overall in 2019 as compared to 2018.

B. News from the Library

-Staff has started the new year out by organizing the DAHL collections.

C. Department Reports

Auditorium: none

Youth Services:

-The Anime Club is coming back.

-As requested, a children's Art Club is being developed.

-Outreach continues with Headstart, Trinity, Montessori, the Elementary School and the ICS.

-Baby Play Date continues on a regular basis now.

-Preschool Storytime will now be in the mornings and afternoons.

-Plans for the 1000 Books Before Kindergarten Party are underway with help from the Wellsville Rotary Club.

Technology:

-All computers at the DAHL have been updated to Windows 10.

-Ken is working with STLS on the public computer updates.

-Ken will address the update procedure at the next Senior Luncheon.

D. Building and Grounds

- The new office is almost complete.
- Plans to make the County Room more secure are being considered.
- A request from Jeremy Cole was made to return the original Library plaque to the Municipal Building for historical reasons. A motion to return the original DAHL plaque to the Municipal Building for historical purposes was made by Trustee Gasdik and seconded by Trustee Peavey. The motion carried.

E. Personnel

- All employees have completed the Sexual Harassment Prevention Program for 2019.
- Ardent Solutions held an informative program for staff addressing patron issues.

F. Patrons

- A motion to go into Executive Session was made by President Comstock at 7:58am. The motion was seconded by Trustee Peavey. The motion carried.
- A motion to come out of Executive Session was made by Trustee Gasdik at 8:21am. The motion was seconded by Trustee T. Reuning. The motion carried.
- A motion to send a certified letter to Samuel Ayers notifying him of a ban from the DAHL and the premises was made by Trustee Gasdik and seconded by Trustee Green. The motion carried. This issue will be revisited by the Library Director and the Library Board of Trustees after 1 year if the patron seeks reinstatement.

Friend's Report: none

Old Business:

- Talk continues regarding the village proposal of making Park Avenue one-way. Trustees may decide to attend a Village Board Meeting since this will have an impact on Library traffic.

New Business:

- The Administrative Committee will meet to discuss and update the DAHL Administrative Policy Manual on 1/31/20 at 2:00pm.
- The Annual Organizational Meeting will held directly after the regular meeting on 1/14/20.

Adjournment: A motion to adjourn the meeting by Trustee Gasdik and seconded by Trustee Peavey was made at 8:30am. The motion carried.

Respectfully submitted,

Anne Sobeck
Secretary