

Minutes of the David A. Howe Library
Board of Trustees Meeting
February 11, 2020

Trustees Present: Donald Comstock, President, Tom Reuning, Madeleine Gasdik, Emily Peavey, Vice-President, Nic Gunning, Director, Laurie Hennessy, Anne Sobeck, Secretary

Trustees Absent: Voni Walker, Treasurer, Nancy Reuning, Kris Green

Call to Order: President Donald Comstock called the February 11, 2020 meeting to order at 7:30am.

Director's Report:

A. Statistics

-Circulation

There was a significant increase in total checkouts and digital material borrowing recorded in February.

-Program

There was a slight increase in program attendance recorded in February.

B. News from the Library

-The Howe Happenings have been mailed to the community.

-The DAHL Annual Report is currently being worked on. When completed, work on the community report will begin.

-Director Gunning attended the Village Planning Board Meeting to address the issue of making Park Drive one-way since it will have a direct impact on Library traffic. Representatives from UR Medicine/Jones Memorial Hospital and the Giant Food Mart also attended. Nothing was resolved.

-Director Gunning was appointed Chair of the Director's Advisory Council for the third consecutive year.

C. Department Reports

Auditorium:

-Thanks to the Foundation Era Grant, Dr. Phillip Richards of Colgate University will be visiting the DAHL and giving a talk on the Revolutionary War and the early writings of Phyllis Wheatley.

Youth Services:

-Director Gunning, Eric and Kate will be participating in Read Across America at the WES on March 1, 2020.

-Anime Night and Board Game Night are two new "emerging adult programs" that Eric has started.

-A biweekly Youth Art Club is underway.

-The DAHL hosted a 1000 Books Before Kindergarten Party.

-Kate has several activities planned for the February school break including another Friday afternoon of cookies and cocoa with related books and crafts.

- Kate has a fun and informative Leap Day Celebration planned for the 29th.
- Kate and Eric are finalizing plans with the WES Librarian and the ICS 4th and 5th grade teachers for March Book Madness.

Technology:

- Tech outreach may be expanding to include Core, The Learning Center and Manor Hills. Ken is also working with The Office for the Aging to increase attendance and participation at their lunch and learning sessions.
- Niki and Ken are working on a Scam Prevention presentation.
- Genesee Community College will be presenting a college application and financial aid program for adults at the DAHL.

D. Personnel

Eric Mikols put in his resignation and his last day of work will be March 13, 2020. After much discussion it was decided to post the job immediately.

Audit:

The DAHL audit is underway.

Friend's Report:

- Account Balance---\$14,844.65
- Hosting a Quilt Raffle \$1 chance
- Hosting the annual Dinner for Eight \$1 chance

Old Business:

-Administrative Policy Manual

The administrative committee met to update the DAHL Administrative Policy Manual. The state version of the sexual harassment policy was added and the Corning Library rules of conduct were added. We are awaiting information from the DAHL financial planners in order to update the financial section.

-Insurance

After much discussion, a motion to remain with Evans/Richardson and Stout for the DAHL insurance needs was made by Trustee T. Reuning and seconded by Trustee Gasdik. Motion carried.

New Business:

None

Adjournment: A motion to adjourn the meeting by Trustee Hennessy and seconded by Trustee T. Reuning was made at 8:38am. Motion carried.

Respectfully submitted,

Anne Sobeck
Secretary