

Minutes of the David A. Howe Library
Board of Trustees Meeting
March 10, 2020

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

Trustees Absent: Madeleine Gasdik, Emily Peavey, Vice-President, Nancy Reuning, Tom Reuning

Call to Order: President Comstock called the March 10, 2020 meeting to order at 8:09am.

Discussion and Approval of Minutes: A motion was made by President Comstock and seconded by Trustee Hennessy to approve the March 2020 minutes. The motion carried.

Director's Report:

A. Statistics

-Circulation

Stats are incomplete due to insufficient information from STLS.

-Program

Stats are incomplete due to staff illness.

B. News from the Library

-Allegany County History Week 2020 plans are underway.

-The DAHL is teaming up with the Rotary Club and UR Medicine/Jones Memorial Hospital for the Annual Easter Egg Hunt.

-Kate and Director Gunning participated in Read Across America at the WES.

-Niki attended a STLS Summer Reading Program Workshop.

-Director Gunning attended Advocacy Day in Albany. He was able to speak with Senator Borello and Assemblyman Giglio about Library importance and he will be attending a second Advocacy event later this month.

-The SWAN Days Art Show will be held in conjunction with Womens's History Month.

C. Department Reports

Auditorium:

Scheduled Events

-March 6th-----Hungrytown

12th-----Emerald Isle

21st-----Mike Zaffuto's Rock'n Roll Pet Store Show

24th-----Harry and the Potters

28th-----Devi Bollywood Performing Arts Workshop

-April 1st -----Andover Ecumenical Choir Lenten Concert

16th-----Revisiting Founding Era Lecture (rescheduled)

Youth Services:

- The 10th Annual Teen Photo Show is being organized.
- The Leap Day Program was a success!
- Eric and Kate held the first Tween Art Program and are planning a second program for March.
- The Facebook event for the Frozen 2 Party had over 130 people interested!

Building and Grounds:

- Some major projects have been delayed due to staff illness.
- Rick found a tractor to aid in mowing, snowplowing, and leaf/snow removal for \$7,900. A motion to purchase a tractor for \$7,900. was made by Trustee Walker and seconded by Trustee Hennessy. The motion carried.
- The custodial staff has increased their sanitizing procedures due to the threat of Covid-19.

Annual Report:

- The 2019 Annual Report for Public Libraries was completed and sent to STLS. It was accepted without correction.

Insurance:

- The DAHL has renewed its insurance policy with Evans/Richardson and Stout for 3 years at an annual premium of \$10,875.

Personnel:

- Eric Mikols' last day at the DAHL is March 13th. The job has been posted.

Committee Reports:

The finance committee met with Ed Bysiek of Bysiek CPA, PLLC on March 10, 2020 prior to this meeting. A motion was made by President Comstock and seconded by Trustee Green to accept the DAHL 2019 Annual Audit. The motion carried.

Friends:

Balance---\$15,643.

The raffle for the "Schoolhouse Quilters" quilt is underway and the quilt is on display. The winning ticket will be drawn at the November Soups and Bowls event.

Old Business:

- We have received information from GERALYN GOUGH so the financial portion of the Administrative Manual will be updated.
- A motion was made by Trustee Walker and seconded by Trustee Hennessy to approve Trustee SOBECK's membership on the DAHL Board for another 5 year term. The motion carried.

New Business: none

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

Respectfully submitted,
Anne Sobeck
Secretary