

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

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

Trustees Absent: Laurie Hennessy

Call to Order: President Donald Comstock called the April 14, 2020 meeting to order at 7:34am. He then took a moment to commend Director Gunning and the entire DAHL staff for the tremendous job they are doing during this Pandemic. All of the Trustees agreed!

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

Director's Report:

A. Statistics

-Circulation

It was noted that digital materials were up significantly as compared to March 2019 due to the Pandemic.

-Program

Stats are incomplete due to the inability to access the Staffdocs server remotely.

Both, circulation and program statistic reporting, are being worked on by STLS so that the Annual Reports will be accurate.

B. News from the Library

-Director Gunning and Amanda have access using their work computers from home.

-The Podcast listens continue to climb. They are up over 300 from March 2019. They are being aired weekly on 92.7 FM.

-Malik recently participated in a poetry episode.

-Guests have included authors, Justina Ireland and Susan Wiggs and television star, John Davey.

-In addition to regular episodes, other Library Directors in the STLS are participating.

-The DAHL is using as many available platforms as possible.

-All staff members are reporting to their supervisors. Senior staff members are reporting to Director Gunning weekly. Daily contact is made among staff via phone and text.

### C. Department Reports

#### Auditorium:

-Amanda is busy rescheduling events!

#### Youth Services:

-Kate's storytime and craft videos are doing well.

#### Technology:

-Ken has been working on the DAHL website, updating and cleaning. He has also redone our brochures and instruction manuals.

#### Building and Grounds:

-Rick and his maintenance crew have been checking the building and property regularly for any issues and well as security. They have also been safely handling the book drops.

#### Insurance:

-Director Gunning is in contact with Evans/Richardson and Stout regarding the possible insurance coverage for the DAHL closing due to the Pandemic. A claim was filed.

Committee Reports: none

Friends Report: none

#### Old Business:

The Board, at the suggestion of Director Gunning, decided to postpone actively Looking for a new hire to replace Eric Mikols until January 2021. The job will Remain posted.

#### New Business:

A motion to accept the Quarantine Policy (Library Emergency Closing Policy) made by President Comstock and seconded by Trustee Gasdik. The motion carried.

Adjournment: A motion to adjourn the meeting at 8:21am was made by President Comstock and seconded by Trustee N. Reuning. The motion carried.

Respectfully submitted,  
Anne Sobeck  
Secretary