

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

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

Trustees Absent: Laurie Hennessy

Call to Order: President Donald Comstock called the November 10, 2020 meeting to order at 7:29am.

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

#### Director's Report

##### A. Statistics

###### -Circulation

There was an increase of 300 in digital checkouts and an increase of 66 holds placed as compared to 2019.

###### -Program

All of the spring, summer and fall outdoor events held by the DAHL went very well. The Board commended Nic and the staff for a wonderful job!

The podcast listens were 780.

##### B. News from the Library

-An online video performance of "Sherlock Holmes Takes the Case" airs November 8-15<sup>th</sup> by the Traveling Lantern Theatre Company.

-A Nutcracker Workshop by the Genesee Dance Theatre is being scheduled in lieu of the annual performance.

-Director Gunning held a special election interview with the county Election Commissioners.

-Director Gunning was asked to be the guest speaker at the next Monday Club meeting. The Monday Club made a generous donation to the DAHL.

##### C. Department Reports

###### Youth:

-All programming, youth and adult, has become digital due to the weather.

-Kate has "take and make" crafts for children available curbside.

-A scaled back version of "Dinovember" begins this month.

-A "March Madness" program is in the works. The STLS has asked the DAHL to share the program system-wide!

#### Technology:

- Director Gunning, the STLS and the Allegany Area Foundation are working together in hopes of getting some loanable Wi-Fi spots for the community.
- Tech lab usage is increasing.

#### Building and Grounds:

- General Roofing completed a general maintenance visit.
- U&S (formerly SmartEdge) will be coming this month to reassemble the boiler that was disassembled for an insurance inspection.
- Johnson Controls will be testing the Library alarm system this month.
- Jim Knapp continues to work on refinishing the woodwork on the main floor of the Library.

#### D. Personnel

- Rick Dodd is out on medical leave. Director Gunning has appointed Jim Knapp maintenance coordinator on an interim basis.
- Staff evaluations are completed.

#### Committee Reports

The Building and Grounds committee will meet on 11/23 at 3:30pm for the annual DAHL walk-through.

#### Friend's Report

- The Christmas trees will be arriving soon! This year a third tree will be added at the curbside entrance.
- The Friends have coordinated with the Lions Club to once again line the Library walkway with trees for the much anticipated "Light-Up Night"!

#### Old Business

Plans to open the Library and transition to front desk service is on hold due to the recent increase in Covid-19 cases reported in our county. This issue will be revisited when it is safe to do so.

Adjournment: A motion to adjourn the meeting at 7:57am was made by President Comstock and seconded by Trustee T. Reuning. The motion carried.

Respectfully submitted,

Anne Sobeck  
Secretary