

Minutes of the David A. Howe Library  
Board of Trustees Meeting  
December 8, 2020

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

Trustees Absent: none

Call to Order: President Donald Comstock called the December 8, 2020 meeting to order at 7:30am.

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

Director's Report:

A. Statistics

-Circulation

Digital stats were not available at the time of the meeting.

Holds placed increased by 179 as compared to 2019.

-Programs

The final "Movie on the Lawn" was held on November 10<sup>th</sup> with approximately 30 people in attendance.

Storytimes, book raffles, a Thanksgiving recipe swap and various crafts have been available to our patrons via facebook.

A Library Holiday party was held on the front terrace in conjunction with the Lions Club tree decorating. Approximately 50 people attended. Candy canes, hot cocoa, a take-home craft and a photo booth by the front trees were available.

Podcast listens increased to 1870 in November.

B. News from the Library

-Director Gunning attended a special meeting of Directors. Potential holiday closing by libraries was discussed. After much discussion by the board, a motion to close the DAHL from 12/24/20 to 1/4/21 was made by President Comstock and seconded by Trustee Green. The motion carried.

-Kate will be attending the December meeting of the Allegany County Directors to present on the Picture Book Bracket Program for 2021.

C. Department Reports

Youth:

-A DAHL Pen Pal Program is being discussed.

-Many holiday themed crafts and digital programs have been scheduled for the month of December.

#### Technology:

- There have been approximately 40 uses of the computer lab during the past month. Individual help has been available to the patrons 4 days per week.

#### Building and Grounds:

- The Library has been decorated for the holiday season.
- A special thanks to the Wellsville Lions Club for the trees that line the Library lawn!
- The boiler continues to be a challenge. There was much discussion by the board to consider a service contract and/or another contractor for the boiler issues. We currently use U & S (formerly Smartedge). Trustee Peavey suggested contacting Mazza Construction and will get the info to Director Gunning as soon as possible.

#### D. Personnel

- Staff evaluations have been completed by Director Gunning.
- Rick Dodd remains on medical leave.
- A circulation clerk position is needed and the job will be posted as soon as possible.
- Director Gunning will be sending the revised Paid Leave Law for 2021 to the administrative committee for review. The Emergency Plan has been adopted and will also need to be reviewed.

#### E. Grants

There are three grants currently in progress by the DAHL staff:

- a Tri-County Arts Council grant for 2021
- a grant for the purchase of home exercise material
- a grant for the purchase of a “traveling” free-standing display of a Diversity/Equity collection

#### Committee Reports

The Building and Grounds Committee met for their annual walk through the DAHL on 11/23/20 at 3:30pm. It was noted that the boiler continues to be a problem as does the water leaking into the auditorium wall. It was recommended that local contractors be hired to finish small projects that remain undone such as carpet laying, plastering and painting. It was noted that the woodwork refinishing inside the DAHL by Jim is beautiful!!

#### Friend's Report

The annual letter to the community has been mailed. Details for the “Dinner for Eight” are still undecided due to Covid-19.

#### Old Business

Once completed by the board, the annual Director's Evaluation is due back to President Comstock by Tuesday, 12/15/20.

#### New Business

The January 2021 meeting will be the annual organizational meeting via zoom.

Adjournment:

A motion to adjourn the meeting at 8:14am was made by President Comstock and seconded by Trustee Gasdik. The motion carried.

Respectfully submitted,  
Anne Sobeck  
Secretary