

Minutes of the David A. Howe Library
Board of Trustees Meeting
February 9, 2021

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

Trustees Absent: Laurie Hennessy

Call to Order: President Donald Comstock called the February 9, 2021 meeting to order at 7:32am.

Discussion and Approval of Minutes: A motion was made by President Comstock and seconded by Trustee Walker to approve the January 2021 minutes. The motion carried.

Director's Report:

A. Statistics

-Circulation

Digital Materials increased by 322 compared with 2020.

There was a substantial increase in holds placed.

System-wide circulation is down but the DAHL circulation stats are higher than other libraries in the STLS.

Podcast listens increased by 390 compared with 2020.

-Programs

All available platforms continue to be utilized for our patrons.

B. News from the Library

-The Library was closed January 29th -February 4th for a deep cleaning due to a staff member testing positive for Covid-19. The staff member has recovered and all other staff members tested negative.

-The Annual Report to the state is currently being worked on. Niki and Amanda have attended seminars to help with the process which has been very difficult to account for during this pandemic.

-This month, Black History Month, Director Gunning and Malik will be hosting a special podcast episode on Angie Thomas' book, "On the Come Up" and Director Gunning will interview author, Steve Barnes.

-Books have been ordered for the Allegany County Jail program.

C. Department Reports

Youth:

-The county-wide Picture Book Bracket is going well.

-Kate will be posting a storytime video each week featuring a person of color and she will be including facts about Black History each week also. Crafts throughout the month will also focus on Black History.

-“Anti-Valentine” Cards will be available at curbside for teens to take and create.

- Younger kids can take and create Valentine Cards for residents at Manor Hills.
- A digital Chess Club with the Cuba Library is being developed.

Adult:

- Jessica is working on digital programs for 2021.

Technology:

- Ken has seen to the updating of all Library iPads for the new Apple Business Manager profile.
- Director Gunning is in talks with STLS regarding the updating of all the DAHL computer servers.
- Director Gunning will be training on the STLS new Blue Cloud Analytics program, a tracking system for libraries.

Building and Grounds:

- Mazza will be presenting their boiler maintenance proposal to Director Gunning this month.
- MJ Painting looked at the water damage in the County rooms and on the Auditorium wall but hesitates to give an estimate for repair until the source of the damage can be determined.
- Rick is back! He has fixed the wiring problem at the front desk.

D. Audit

- The Annual Audit is underway and our auditor suggested that we formalize our practice regarding expenditures into policy.
- A motion to allow Director Gunning (or a designated Senior member of staff in his absence) to approve invoices, have checks issued by the book-keeper and signed by a Library Board member and returned to the book-keeper for mailing was made by Trustee T. Reuning and seconded by Trustee Peavey. The motion carried.

E. Personnel

- Interviews are underway for a part-time Circulation Clerk.
- A motion to enter into executive session at 8:31am was made by President Comstock and seconded by Trustee Gasdik. The motion carried.
- A motion to exit executive session at 8:34 was made by President Comstock and seconded by Trustee Walker. The motion carried.
- A motion to appoint Jim Knapp as the head custodian with a salary increase was made by Trustee Walker and seconded by Trustee T. Reuning. The motion carried.

Committee Reports: none

Friend's Report: none

Old Business:

- The Friends will be contacted about donor letters after they resume their meetings.
- After much discussion, it was decided to request a written appeal from a banned patron.

The STLS maintains that a Library is never obligated to overturn an appeal.
-After much discussion, it was decided that it is too soon to open up the reading rooms at the DAHL.

New Business:

-It has been suggested by Bill Dibble, County Legislator, to have the Village of Wellsville donate the Municipal Building to the DAHL. Director Gunning has spoken with Mayor Shayler. MK Kellogg joined our meeting to discuss ideas for the building. Much discussion ensued. While the idea of gifting the building to the Library is very much appreciated, realistically, it was agreed that it could and would ultimately burden the taxpayers and the DAHL too significantly which the Board is not willing to do.
-The Building and Grounds Committee will meet Tuesday, Feb. 23rd at 3:00pm at the Library.

Adjournment: A motion to adjourn the meeting at 9:37am was made by Trustee T. Reuning and seconded by Trustee Peavey. The motion carried.

Respectfully submitted,

Anne Sobeck
Secretary