

Minutes of the David A. Howe Library

Board of Trustees Meeting

September 13, 2022

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

Trustees Absent: Madeleine Gasdik

Call to Order: President Donald Comstock called the September 13, 2022 meeting to order at 7:37am.

Discussion and Approval of Minutes: A motion to accept the July 2022 minutes was made by President Comstock and seconded by Trustee Colligan. The motion carried. (7,0) It was noted by President Comstock that there was not an August BOD meeting, the Trustees met for a Tuesday on the Terrace lunch instead.

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that numbers were over 6000 in July for the first time since 2019.

-Programs

Director Gunning noted that program numbers were good in July and August due to the SRP, MOTL, Tuesdays on the Terrace, and Podcast Listens.

B. News from the Library

-The SRP, MOTL, and Tuesdays on the Terrace all ended for the season.

-The DAHL participated in the Texas Hot 100th Year Celebration.

-Preparations are underway for a Fall Festival to be held on October 1st. A Holiday Festival is also being planned including three performances of the Nutcracker!

C. Department Reports

Youth:

Kate reported that there were over 100 children SRP check-ins per week! The Friends of the Library hosted the Annual Tea Party, as well as, the upcoming Pirate Party. Teen programming went well in July but slowed down a little in August. Ally is looking for new ideas and programs to offer them.

Technology:

The staff is working to increase the DAHL's online presence. Discord conversation, Book Clubs, Tik Tok are all being utilized.

Building and Grounds:

Rick resurfaced and sealed the garage entrance. The Exhibition Room, the new Family Study Room, and the stairwell to the Children Stacks have all been repainted. Touching up the paint on the doors and columns on the main floor will begin next. Rick reported that the repair work on the original blinds in the Monday Club room is progressing well.

D. Personnel

- To date, all of the part-time positions have been filled.
- Ken told Director Gunning that he will be retiring at the end of the year.

E. Grants and Funding

- A motion to accept the changes to the 2023 Construction Aid Application was made by Trustee Colligan and seconded by Trustee Walker. The motion carried. (8,0) The application is in the final stages and will be sent to STLS and then on to the State.
- Ken and Director Gunning completed work on the Appalachian Regional Commission grant through STLS. This would be used to replace most of the computers used by the patrons.
- Ken submitted a grant through COSAC to receive accessible computer desks for the main reading rooms.

Committee Reports:

- The Finance Committee will meet on 10/4 at 11:00am for budget talks. Geralyn Gough will be invited.
- The Building and Grounds Committee will meet after the 10/11 meeting for the DAHL annual tour.

Friend's Report:

- The Friend's reported a balance of \$20,476.79. They are sponsoring a Mark Twain (Mike Randall) Live Event. Tickets will be \$3.00.

Old Business:

-Trustee Green is finalizing the Administrative Policy Manual updates and will email all Trustees when ready.

-After much discussion about the grant commission, a motion was made by Trustee Walker stating that all staff, with the exception of the Executive Director, are eligible for a 10% grant commission up to a maximum of \$5000.00 per grant. Anything exceeding that amount must have Board approval.

The Executive Director's commission would be capped at \$1000.00. Trustee Colligan seconded this motion. The motion passed. (8,0)

New Business:

-Three candidates have been asked back for a final interview for the Auditorium/Gallery position.

Adjournment: A motion to adjourn the meeting at 9:03am was made by President Comstock and seconded by Trustee Peavey. The motion carried. (7,0)

Respectfully submitted,

Anne Sobeck

Secretary