

Minutes of the David A. Howe Library

Board of Trustees Meeting

October 11, 2022

Trustees Present: Donald Comstock, President, Nic Gunning, Director, Kris Green, Nancy Reuning, Tom Reuning, Madeleine Gasdik, Tim Colligan, Anne Sobeck, Secretary

Trustees Absent: Emily Peavey, Vice-President, Voni Walker, Treasurer

Call to Order: President Donald Comstock called the October 11, 2022 meeting to order at 7:34am.

Discussion and Approval of Minutes: A motion to accept the September 2022 minutes was made by President Comstock and seconded by Trustee Green. The motion carried. (7,0)

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that total checkouts and digital materials were up.

-Programs

It was noted that a few programs had zero participation.

B. News from the Library

-The Third Annual Fall Festival was held October 1st and was, once again, a great success. Over 100 people attended the festival.

-The DAHL partnered with the National Voter Registration Day Organization. Registration forms from the Board of Elections were passed out.

-Ally will be attending the Annual NYLA Conference in Saratoga Springs this year. She was awarded a full scholarship to attend.

C. Department Reports

Youth: Kate's regular Kid's Night programming has resumed. Ally has themed programs for the after school kids.

Technology: Ken is busy preparing the computer workstations with the new equipment purchased from the ARC grant funds. Digital access to the Wellsville Daily Reporter from 2001-2018 has been added to the Newsbank site.

Building and Grounds: Fall lawn and tree clean-up has begun. General Roofing performed a dye test to rule out a roof leak causing further damage to the auditorium wall and it is not a roof issue.

D. Strategic Plan

-The Board of Trustees will appoint a committee to review and update the DAHL Strategic Plan.

E. Personnel

-Staff evaluations are underway. The Trustees will be completing Director Gunning's evaluation and returning to President Comstock.

-Anne Giddings will be returning to work after an approved medical leave.

-The DAHL has filled the position of Public Programming and Exhibits Curator.

F. Grants and Finances

-The DAHL 2022 application for the NYS Construction Aid passed the final stage and we are awaiting the arrival of the check.

-The 2023 application for the NYS Construction Aid has been submitted.

Committee Reports:

-The Finance Committee met earlier in the month.

-A motion to accept the amended 2022 budget that correctly reflects the 2022 tax levy was made by Trustee T. Reuning and seconded by Trustee Gasdik. The motion carried. (7,0)

-A motion to accept the proposed budget was made by Trustee Colligan and seconded by Trustee Gasdik. The motion carried. (7,0)

-A motion to increase our tax ask from \$447,527 to 457,025 that would go into effect in 2024 was made by President Comstock and seconded by Trustee Colligan. The motion carried. (7,0)

-The Building and Grounds Committee will have the annual tour of the library directly after the meeting.

Friend's Report: October meeting postponed

Old Business:

-Trustee Green is working on the Administrative Policy Manual updates and will be sending to the Board for approval when completed.

-The sidewalk issue was not addressed by the Village Board in time to repair this summer or fall.

New Business:

- The DAHL will be participating in an outdoor clean-up October 15th.
- The DAHL will be part of the coat and blanket give-back program this fall and winter.
- The Administrative Committee will meet on October 25th at 7:30am.

Adjournment: A motion to adjourn the meeting at 8:45am was made by Trustee T. Reuning and seconded by Trustee Gasdik. The motion carried. (6,0)

Respectfully submitted,

Anne Sobeck

Secretary