



The David A. Howe Public Library

Regular Meeting Minutes of December 13, 2022

Present: President Donald Comstock, Vice President Emily Peavey, Director Nic Gunning, Tim Colligan, Madeleine Gasdik, Kris Green, Nancy Reuning,

Absent: Secretary Anne Sobeck, Treasurer Voni Walker, Tom Reuning

Call to Order: President Donald Comstock called the December 13, 2022, meeting to order at 7:30AM.

Discussion and Approval of Minutes: Motion by Donald Comstock, second by Madeleine Gasdik to approve the minutes of November 7, 2022, carried, 5-0.

Director's Report:

Statistics:

Circulation – running about the same as this time last year.

Program - November was an active month.

News from the Library

General Updates

The library was fully decorated inside and out.

The Friends purchased new lit topiaries for the front terrace.

Holiday events have begun:

The Nutcracker ran December 9 and 10

Friends Trim a Tree and Santa on December 10

Andover Ecumenical Choir on December 12

Amanda Woomer's Creepy Christmas on December 14

Plus, holiday movies, podcast specials and book clubs.

Ally attended the NYLA conference which was paid for by the scholarship she received through STLS. This was her first professional conference and she found it to be very useful.



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Departmental Reports

Youth Services

We have completed the basics of the major shift in the Youth Wing. We are still looking into new furniture and accessories, but so far, it's working very well.

Our Teen D&D group continues to have consistent attendance.

It has grown to the point where we are considering splitting it into two and/or spinning off a general game night.

Kate's Afterschool Adventure program has been going well.

The focus is on older elementary, integrating more technology.

Kid's Night programs are also going well, though story time numbers have been a little light.

Adult Services

ASL classes continue with a pretty steady attendance.

Art Club and Tasty Tuesday programs remain consistent overall, and we are looking at ways to reach different demographics.

The indoor farmers market has been successful with 12 vendors regularly setting up shop.

Technology

We are working on a digital donation option through PayPal.

Ken is working on the Newsbank Database and we are seeing an increase in usage.

The last of the new grant-funded equipment is being integrated into use.

We are looking into ways to increase tech options in new Youth spaces.

Building and Grounds

Rick continues to repair and reinstall the blinds around the library.

Internal painting and repair projects continue.

We are working on repairing the patron bathrooms on the lower level.

Brian Hildreth visited the library to discuss are ongoing construction projects.

All is looking well.

Brady is working on design and setting a schedule with the construction company.



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Personnel

All staff evaluations have been completed.
Katherine Elliott is scheduled to start January.

Committee Reports: None

Friends Report: Balance \$16,554.58. Election of officers and members.

Old Business:

Director's Evaluation – Donald will schedule meeting with the Director.
Administrative Policy Manual Draft – Anticipate approval at January meeting.

New Business:

Board Seat Opening in April (currently held by Voni Walker). Donald has a potential candidate to be considered.

Director Vacation – Nic will be off December 13-23, 2022 though staying local.

Kris Green, on behalf of Jones Memorial Hospital, thanked Nic for accommodating the Hospital for use of the facility for a Professional Development Meeting.

Adjournment: There being no further business to come before the board, motion by Donald Comstock, second by Emily Peavey to adjourn. Carried 5-0. Meeting adjourned at 8:15 am.

Respectfully submitted,

Timothy J. Colligan
Acting Secretary