

Minutes of the David A. Howe Library
Board of Trustees Meeting
March 14, 2023

Trustees Present: President Donald Comstock, Director Nic Gunning, Vice President Emily Peavy, Nancy Reuning, Tom Reuning, Madeleine Gasdik, and Treasurer Voni Walker via Zoom.

Trustees Absent: Secretary Anne Sobeck, Tim Colligan, and Kris Green.

Call to Order: President Donald Comstock called the March 14, 2023 meeting to order at 8:05am.

Discussion and Approval of Minutes: A motion to accept the February 2023 minutes was made by Trustee T. Reuning and seconded by Trustee N. Reuning. The motion carried (5,0).

Director's Report

Circulation Statistics:

- Director Gunning noted a large increase in computer usage, which was attributed to an increase in attendance and changes to the layout of furniture.

- General Updates:

- Changes to furniture layout and more effective use of space has increased use of the new spots, e.g., increased usage of the Local History Room and families enjoying time in other cozy spots.
- Director Gunning is working with the Wellsville Rotary Club to offer the annual Easter Egg Hunt, scheduled for April 8.
- The Community Meals have been successful. The goal is to offer the meals at different locations in the community, but will be held at the Library for a while longer to increase awareness of the event. They are held every 3rd Saturday of the month, and the next Community Meal is scheduled for March 18.
- Library Advocacy Day was a success with many postcards completed and sent to government representatives.
- Director Gunning attended the ALA Conference in New Orleans, courtesy of Friends of the Library.
- The Take Your Child to the Library event was successful with about 50 participants.
- The Subscription Program has new bags and is seeing an increase in requests.

- Department Reports
 - Youth Services:
 - The new Teen Room is filled most of the time and more teens are attending programs. New signs serve as reminders to patrons that seating in the Teen Room and Children's Rooms are for patrons of those ages. The signs seem to be effective, and if a patron needs reminding, they are happy to move to another area.
 - The Book Madness Program is well under way with continued participation from the schools.
 - Ms. Miller has launched a new "Kids Can" program where she teaches practical skills.
 - Adult Services:
 - There is an increase in craft classes and book club attendance.
 - The Library partnered with Ardent Solutions to offer a well-received CPR class.
 - Technology:
 - Director Gunning noted that Mr. Havens has agreed to a six month part time position, and Director Gunning will make a later determination on the feasibility of keeping this a part time position or making it full time.
 - Director Gunning and Ms. Fesmire have launched a new podcast "But Have You Tried...." This podcast airs on 92.7FM, Angelica, at 9:00pm on Wednesdays.
 - Auditorium and Exhibits:
 - Ms. Elliott offered her first Auditorium program with Emerald Isle, which was well attended and received. She is also working diligently on increasing bookings for the Exhibition Room.
 - Director Gunning and Ms. Elliott have connected with the Music on the Lawn Committee. The Nancy Howe Auditorium will now serve as inclement weather backup, except for the more popular and well attended programs (e.g., Elvis). The Music on the Lawn Committee has agreed to pay to have an Auditorium Technician on standby and will pay for ½ of the sandwich sign to promote the programs. Ms. Elliott is now a member of the Music on the Lawn Committee.
 - Ms. Elliott met with the Wellsville Development Corporation and hopes to assist with the new Street Festival Committee.

- Ms. Elliott has been researching grants to upgrade the existing website.
 - Since the local movie theater is now closed, Ms. Elliott will be showing more movies in the Auditorium with adult-themed Friday night movies and more children's matinees.
 - Director Gunning is looking at updating signage to make it easier to get to the Auditorium.
- Building and Grounds
 - Director Gunning reported that the upstairs Teen Loft is closed due to much needed repairs to flooring and the staircase. Most other staircases also need repairs (painting, flooring replacement, etc.). Options for replacing the flooring are being investigated.
 - The Pin Oak tree in the front lawn was cut down due to major branches falling off and possible decay within the tree. When it was cut down, the middle of the tree showed signs of serious decay. The remaining stump will be removed soon.
 - Director Gunning submitted an article in the Wellsville Sun explaining the need to remove the tree and the intention to replace it.
 - President Comstock reported that Lynch Paving has offered to pay for a replacement, which will be dedicated to Penny Canfield during the 5th grade Arbor Day Program. Trustee T. Reuning confirmed the 5th grader's intended participation.
- Annual Report
 - Director Gunning reported that the Annual Report has been submitted to the state. He is working on the Community Annual Report and will post it online, keep some hardcopies in the Library, and include this information in "Howe Happenings."

Committee Reports

- The Finance Committee met with Ed Bysiek, CPA at 7:30am this day to discuss the 2022 Auditor's Report. Mr. Bysiek reported that Director Gunning and Ms. Smith were very helpful during his audit and presented a favorable audit.
- A motion was made by Trustee Peavey and seconded by Trustee T. Reuning to accept the 2022 Independent Auditor's Report as presented by Mr. Bysiek. The motion carried (5,0).

Friends Report

- President Comstock reported that the Friends are planning a Wine and Cheese Night fundraiser.

Old Business

- Administrative Policy Manual Revisions: Director Gunning reported that all changes previously discussed have been incorporated into the Policy Manual and a separate Special Events policy was included.
- A motion was made by Trustee Gasdik and seconded by Trustee N. Reuning to accept the Administrative Policy Manual as revised. The motion carried (5,0).

New Business

- Treasurer Walker's term is ending with this being her last meeting. President Comstock thanked Treasurer Walker for her many years of dedicated service as a Library Trustee and Treasurer.
- President Comstock reported that Nora Burdick has agreed to join the Board as a new Trustee.
- A motion was made by President Comstock and seconded by Trustee Peavey to approve Ms. Burdick as a Trustee to fill the position vacated by Ms. Walker. The motion carried (5,0).
- Ms. Burdick will be offered a seat on the Finance Committee and the Administrative Committee.
- President Comstock and Director Gunning will look into who will take over the now vacant position of Treasurer.

Adjournment

A motion was made by President Comstock and seconded by Trustee N. Reuning to adjourn the meeting at 9:00am. The motion carried (5,0).

Respectfully submitted,
Madeleine Gasdik, Trustee