

Minutes of the David A. Howe Library

Board of Trustees Meeting

October 10, 2023

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

Trustees Absent: Nora Burdick

Call to Order: President Donald Comstock called the October 10, 2023 meeting to order at 7:39am.

Discussion and Approval of Minutes: A motion to approve the September 2023 minutes was made by President Comstock and seconded by Trustee Colligan. The motion carried. (8,0)

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that check-outs were down but digital usage and registered borrowers were up.

-Programs

Director Gunning noted that it was a busy month for programming, yet very low turnouts for the Houghton Opera and Author Dylan Newton's visit.

B. News from the Library

-Preparations are underway for the fourth annual Fall Festival.

-The DAHL participated with the National Voter Registration Day organizers and distributed registration forms from the Board of Elections.

-The Monday Club's membership has grown! They are now meeting in the Gallery.

-The DAHL hosted the STLS Annual Meeting in early October.

-The DAHL received the Community Business award from the Allegany Count Mental Health Association.

-The library held a book club, featured a display of materials and held a special podcast episode during "Banned Books Week".

-Director attended the "Longest Table" fund raiser at the Fred and Harriet Taylor Memorial Library.

-Library Card Sign-up Month did great on social media resulting in sign-ups and positive feedback.

C. Department Reports

Youth- Kate continues to work with Trinity Day Care, YMCA, and Head Start programs. The

Pirate Party was the biggest event in September! Ally held a live “Clue” event which sparked interest and had a good turnout. She has preparations underway for the Annual Teen Photo Show which is sponsored by the Wellsville Rotary Club.

Technology- Work with STLS to upgrade the library email server to Outlook has been completed. There are six tech classes scheduled at the Office for the Aging lunches.

Building and Grounds- Installation of new lights on the front terrace has been completed. Lights for the Auditorium Entrance will be next. Brady Sturm will be meeting with an interior contractor to repair the interior damage done now that the front terrace work is completed. He said there is a possibility that asbestos testing will be required.

#### D. Personnel

- Director Gunning has started staff evaluations.

- Cori Lunn has been asked to be the Social Media Community Manager which combines her clerk duties with the role of Promotional Assistant.

- After some discussion, a motion was made by Trustee Gasdik and seconded by Trustee Peavey to make Gary Haven’s interim position of IT Technician a permanent position. The motion carried. (8,0)

#### E. Grants and Funding

- Gary was successful in his request for \$5000.00 from the Manley Grant to help with upgrading the library server.

#### Committee Reports:

The Finance Committee met to discuss the proposed 2024 Library Budget prior to today’s meeting. After much discussion, a motion to accept the proposed 2024 budget was made by President Comstock and seconded by Trustee Green. The motion carried. (8,0)

A motion to increase the library tax “ask” for 2025 from \$457,025.00 to \$469,941.00 was made by Trustee Colligan and seconded by Trustee Gasdik. The motion carried. (8,0)

The BOT discussed having a new, separate savings account connected to PayPal for donations. It was agreed upon unanimously by the Trustees to set up a supplemental account with the bank for the purpose of connecting with PayPal.

Friend's Report:

The Friends reported a balance of \$10,387.98.

Old Business:

None

New Business:

The DAHL is having a canned good drive to help the Salvation Army as part of the Great Give Back.

Adjournment: A motion to adjourn the meeting at 8:54am was made by Trustee Peavey and was seconded by Trustee Colligan. The motion carried. (7,0)

Respectfully submitted,

Anne Sobeck

Secretary