

Minutes of the David A. Howe Library

Board of Trustees Meeting

November 21, 2023

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

Trustees Absent: Emily Peavey, Vice-President, Madeleine Gasdik

Call to Order: President Donald Comstock called the November 21, 2023 meeting to order at 7:37am.

Discussion and Approval of Minutes: A motion to approve the October 2023 minutes was made by Trustee N. Reuning and seconded by Trustee T. Reuning. The motion carried. (7,0)

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that total checkouts were down from last year but were up from last month. Digital checkouts were up.

-Programs

Director Gunning noted that all Halloween and Fall Festival activities were well attended.

Auditorium and Gallery stats were not available at the time of our meeting.

B. News from the Library

-All Halloween and Fall Festival events were very successful!

-The DAHL held a food drive for the Salvation Army as part of the "Great Give Back".

-The October Community Meal served 60 people!

-We are resuming our deposit collection with Manor Hills. The Jail Program has not resumed since Covid.

-The DAHL hosted a meeting for Leadership Allegany which included a tour of the library.

C. Department Reports

Youth: Bob's Market donated pumpkins and Dunkin Donuts donated donuts to Kate's Halloween Party. Ally held a special D+D night and a Halloween Party for the teens. XBOX and PS3 have been added to the teen room. The Teen Photo Show was a great success--more photos than ever before

were entered. Rotary sponsored the program and donated prizes and food. Genesee Valley Media donated the top prizes and Brian Oglesbee did the judging. Kate and Ally are looking at ways to boost attendance at all events.

Adult: Author Amanda Woomer held a presentation in the Gallery. The Historical Society and the library held a special screening of The Wizard of Oz and had memorabilia on display. Pocket Vinyl held a music/art hybrid program in the Gallery. An exhibit, called "From the Shadows", of photographs by Tracey Rose and Laura Minor was held in the Gallery.

Technology: Gary purchased the new server for the library from the Manley Grant.

Building and Grounds: The boilers received their yearly maintenance and the heat is on. Work on the auditorium and the hallway will begin in January. It was noted that some windows might need to be replaced in the future.

#### D. Grants/Funding

- Director Gunning is working on closing the grant that helped fund the auditorium patio repairs.
- Kate and Ally have submitted a grant to the Arts Council for Wyoming County.

#### E. Personnel

- Gary Havens will be stepping down as of 11/9/23. The library tech needs will need to be discussed.

#### Committee Reports:

- Trustee Green, Administration Committee Chairman, said the changes to the policy manual will be ready to be voted on at our December meeting.
- A couple members of the finance committee and Director Gunning met with the Friends to discuss fund-raising projects. The "Fly-In Breakfast" is set for June 23, 2024.
- The building and grounds committee met with the architect to discuss "next steps" in the construction project.

#### Friend's Report:

- A balance of \$10,648.00 was reported.
- Kris Bailey announced that she will be stepping down as President of the Friends at the end of her term.

#### Old Business:

- Director evaluations were given to President Comstock.

-President Comstock and Trustee Green will participate on the Strategic Planning Committee.

-Paypal is all set up for DAHL donations.

New Business:

-There was more discussion with STLS about the amending of the will regarding the position of President of the Board of Trustees of the DAHL.

-The library will be closed December 23<sup>rd</sup> – 30<sup>th</sup> for the holiday. Merry Christmas!

Adjournment: A motion to adjourn the meeting at 9:10am was made by President Comstock and seconded by Trustee Green. The motion carried. (7,0)

Respectfully submitted,

Anne Sobeck

Secretary