

Minutes of the David A. Howe Library

Board of Trustees Meeting

September 12, 2023

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

Trustees Absent: Emily Peavey, Vice-President, Tim Colligan, Kris Green, Madeleine Gasdik

Call to Order: President Donald Comstock called the September 12, 2023 meeting to order at 7:30am.

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

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that physical and digital check-outs were down. He said this is typical for August due to family vacations and back-to-school preparations.

-Programs

Director Gunning noted a busy month with programming.

B. News from the Library

-The Summer Reading Program ended. Director Gunning and staff were very pleased with the community participation---it was a record year for children and adult sign-ups! Tuesdays on the Terrace and Music on the Lawn ended as well. It was noted that they were well attended. The DAHL participated in the Balloon Rally Parade. During the Taste of Wellsville, the library hosted music, a mini book sale and a bounce house for kids on the lawn.

-Fall events are being planned. The Annual Fall Festival is set for October 7th.

-Use of the community closet and participation of the free monthly meals continue to grow.

-The latest edition of Howe Happenings has been mailed.

c. Department Report's:

Youth- The Friends of the Library funded the children's Annual Tea Party and will be funding the up-coming Pirate Party. Kate's school bus storytime was a great idea and gave little ones the chance to

experience a bus before the school year began. Ally has been busy with hosting a poker night, a painting night, a campout, soap-making and more.

Auditorium/Gallery- A reptile show was well attended. The locally made documentary, "Finding Time" was shown twice. The annual book sale was held in the Gallery for most of the month.

Technology- One on one tech help continues to grow. The DAHL is working with STLS and the County to provide tech classes at the Office for the Aging lunches. Director Gunning is investigating options for access to Hoopla, a digital service.

Building/Grounds- Rick and crew have been very busy. Painting hallways, cleaning drains, trimming trees and repairing steps are just some of the projects they have completed. A new electrical box has been installed. The final steps in the Construction Project have been scheduled.

D. Personnel

- Kimberly Reale resigned in August.
- Daphne and Malik have asked for a reduction in hours.
- Heather Wonderling and Justine Dodaro have been hired for part-time positions and are being trained.
- Sawyer Burke will be stepping down from her Teen Library Clerk position in September.

E. Grants and Funding

- The NY Construction Aid Grant will be closed once all the work is completed.
- Kate and Katherine both applied for and received scholarships to the 2023 NYLA Conference.
- Kate has submitted a grant application through COSAC to receive Yoto Devices (audio book-players for check-out).
- Katherine received a full scholarship to the Library Marketing Conference in Indiana.

Committee Reports:

- The finance committee will tentatively meet Oct. 3rd at 3:00pm.
- The building/grounds committee met with the Construction Project Architect on Sept. 9th.
- The annual library tour will be held directly after the Oct. meeting.

Friend's Report:

- They reported a balance of \$9,426.40.
- They are planning a Wine and Cheese Event on February 10, 2024. Details to follow.

Old Business:

- The Administrative Policy is being revised.

New Business:

- September is library card sign-up month. The Chamber of Commerce window has been decorated by the library staff.
- The DAHL will host the STLS Annual Meeting on Oct. 6th from 9:30 to 1:00pm.

Adjournment: A motion to adjourn the meeting at 8:44am by President Comstock and seconded by Trustee Burdick. The motion carried. (5,0)

Respectfully submitted,

Anne Sobeck

Secretary