

Minutes of the David A. Howe Library

Board of Trustees Meeting

February 13, 2024

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

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

Call to Order: The February 13, 2024 meeting was called to order at 7:35am by President Comstock.

Discussion and Approval of Minutes: A motion to approve the January 2024 minutes was made by Trustee Green and seconded by Trustee Colligan. The motion carried. (6,0)

Director's Report:

A. Statistics

-Circulation

Director Gunning noted that physical and digital checkouts were up. Computer usage was slightly down.

-Programs

Director Gunning noted that despite the "program slow-down" there was still a lot of foot traffic in the library.

B. News from the Library

-The Annual Report is underway. Niki and Amanda have taken CE courses to help with the process. The Community Report will follow.

-February is Black History Month. Director Gunning and Malik will be hosting a special podcast episode on Bob Marley.

-The newly arranged seating areas in the library have been a hit with the patrons.

-January and February are "Program Slow-Down" months. The library staff is re-evaluating the programs offered and the scheduling of these programs. The slow-down will allow them to concentrate on promoting the building and resources.

C. Department Report's

-Youth: Sorting and updating the youth stacks is in process. Plans for the Annual Easter Egg

Hunt have begun. This year, in addition to the Rotary Club, the YMCA will be partnering with the library. The Annual March Madness Book Club involving local schools has begun.

-Auditorium and Exhibits: Katherine has documented and taken pictures of the Auditorium's repair progress. A grand reopening of the Auditorium is planned for March with a spring concert series.

-Technology: Gary has resumed some one-on-one appointments for tech help. We were gifted a projector and smartboard from the Horseheads Library. It will be installed in the juniors room.

-Building and Grounds: Work on the auditorium is on track and progressing nicely. The library is working with Simplex Grinell to update the fire prevention plan.

#### D. Finances

-The Annual Audit is in progress and we hope to have Ed Bysiek join us at our March meeting.

-Director Gunning has submitted a grant application in the amount of \$27,000 to cover the cost of updating the fire prevention plan for the library.

#### E. Personnel

-Amanda Smith has spoken with Director Gunning about leaving her position.

Committee Reports: The strategic plan committee met. After reviewing and discussing the plan, President Comstock made a motion to accept the strategic plan as presented and reviewed by the committee. Trustee Colligan seconded the motion. The motion carried. (6,0)

Friend's Report: The Friends reported a balance of \$9,286.65. Dinner for Eight tickets are currently being sold. The Fly-In Breakfast has been set for June 23<sup>rd</sup>. New merchandise is on sale at the library.

Old Business: The charter revision is ongoing---we are awaiting a response from an attorney.

New Business: The library had an unexpected closing on 2/12/24 due to plumbing issues. Bathroom drains were unclogged and the library opened up the next day. Director Gunning attended Advocacy Day.

Adjournment: A motion to adjourn the meeting at 8:31am was made by President Comstock and seconded by Trustee Green. The motion carried. (6,0)

Respectfully submitted,

Anne Sobeck

Recording Secretary

