

David A Howe Library

Board of Directors Meeting:

Tuesday January 9, 2024, 7:30am

Trustees Present: Nic Gunning, Director, Donald Comstock, President, Kris Green, Madeleine Gasdik, Tom Reuning, Nancy Reuning, Treasurer, Emily Peavey, Vice-President, Nora Burdick

Trustees Absent: Tim Colligan, Anne Sobek, Secretary

Call to order: President, Don Comstock called the January 9, 2024, meeting to order at 7:39am. Madeleine Gasdik second.

Discussion and Approval of Minutes: Motion to approve the December 2023 minutes was made by Trustee Don Comstock and seconded by Madeleine Gasdik. Motion carried unanimously.

Director's Report

Physical book checkout down approx. 400- digital checkout up approx. 400

Nutcracker well attended up 100 over last year.

Staff Christmas party well attended.

SAM listing updated. This is the govt listing for grant funding.

Coffee Cart is popular.

General Outreach

Storytimes, Community Meals, 3rd Grade class visit.

Youth Services

Teen programs picking up.

School outreach-exploring new ideas. Kate is working to send out a newsy update to schools. Emily suggested sending the newsletter information out on Monday. Emily Willard/WLSV Secondary announcements. She may be a contact person for the library content.

Storytime numbers are ok. Considering new options for a relaunch

Noon Years Eve Party well attended- approximately 20 children.

Movie Showing was also well attended.

Natalie Burns Art Show is up- Reception well attended.

Schedule for Auditorium renovation has begun. Photo updates will be posted.

Windows that can open are being repaired around the building by Rick.

Lions Club is looking to donate funds to the library to cover electricity costs for the Christmas Trees.

Simplex Grinnell has been in to make a fire alarm inspection. Suggested an update to the library's fire alarm system. Nic is investigating a quote to update the fire alarm system. The quote is \$26,000. Possibly update the system before it is necessary.

***** back 5 hours a week

Request for Libby App support is up. More patrons interested in Libby. Looking to provide more digital support opportunities. QR codes available for Libby info.

Hoopla is still a work in progress. Nic is working to bring this digital platform to the library. It is an on-demand digital media w/ video and music available platform. Nic is looking at a 3-checkout policy/patron subscription to Hoopla.

Staff Work Milestones.

- In 2023
 - 1 Year – Erik Baldwin, Wilson Cummings and Cori Lunn
 - 5 Years – Malik Acosta, Darryl Depner and Jim Knapp
 - 15 years – Peter Mangels
- In January 2024
 - Katherine Elliott – 1 year
 - Nic Gunning – 10 years

Closing the grant for the patio. The patio is finished, the grant will be closed, and the library will receive the final 10%.

Nic applied for/received a grant to attend the National Public Library Conference. The conference is in Columbus, Ohio.

Committee Reports

Administrative Committee:

When an employee hits a milestone PTO increases the following January. The Administrative Committee noted most employees are hired in January. These employees will receive their PTO increase on their work anniversary, prorated.

Conduct Policy updated for social media use.

Public Meeting Conduct updated.

Friends Report

Cancelled February Fundraiser

Merchandise available

Old Business

Strategic Planning

Charter Update

- Charter to be updated. Ed Pekarek will work to update cost approximately \$500.

Finance Meeting

Terms for Board of Directors are up for renewal:

Tom Reuning, Nancy Reuning, Madeleine Gasdik, Kris Green agree to continue serving the Board. Vote/approval will be taken April.

Don Closed the meeting, Kris Green seconded

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Annual Organization Meeting:

Tuesday January 19,2024 Following the regular meeting.

Don Comstock opened the Annual Meeting

Adaption of Official Newspaper: Olean Times Herald.

Appointment Edward Bysiek, CPA

Authorization of Director and Senior Staff to Make grant applications.

Authorization of Mileage Reimbursement rate to reflect Federal Reimbursement rate.

Designation of the Bank Depository: Community Bank NA

Designation of Lawyer of Record: Ed Pekarek

Authorization of Certain Payments between Board Meetings: credit card, utility bills, payroll, payroll taxes, payroll deductions, and fringe benefits expenses

Approval of 2024 Administrative Policy Manual updates

Committee Appointments:

Finance Committee

- Emily Peavey, Chair
- Don Comstock

- Madeleine Gasdik
- Nancy Reuning
- Nora Burdick

Administrative Committee

- Kris Green, Chair
- Don Comstock
- Anne Sobeck
- Tim Colligan

Building & Grounds

- Tom Reuning, Chair
- Don Comstock
- Kris Green
- Anne Sobek

Emily made a motion to accept all items above Madeleine Gasdik second

Don Made the motion to close the meeting. Emily seconded. Unanimously approved and accepted.

Minutes submitted by Trustee Burdick