

David A. Howe Public Library



Regular Meeting Minutes of October 14, 2025

Present: Donald Comstock, President; Nic Gunning, Director; Tim Colligan; Kris Green, Nancy Reuning; Tom Reuning and Nora Burdick (via video)

Absent: Madeline Gasdik, Emily Peavey, and; Jodi Pearson

Call to Order: President Donald Comstock called the October 14, 2025, meeting to order at 7:30 AM.

Discussion and Approval: Motion by Donald, second by Nancy, to approve the minutes of September 17, 2025 carried, 5-0. (Nora not eligible to vote via video).

Donald noted the library was awarded the STLS Sustainability Practice Award. Donald noted this was a team award by all staff, management, and the Board.

Donald and Nic noted that everybody should check out the STLS website for valuable information.

Director's Report - Discussion on the following items:

Statistics:

- Third month with a decline in physical checkouts while digital is up. Door count is up.
- Program Statistics: STLS noted our teen attendance is one of the best in the STLS system. Book Club doing well.

News from the Library:

- Fall Festival did well despite our weather.
- We partnered with the National Voters Registration Day to hand out registrations for the Board of Elections.

- The Coffee Cart and Community Closet continues to be popular. The Coffee Cart has been sponsored by Pearson Realty (October) and Lynch Paving (November). New sponsors welcome.
- Special promos were held for Library Card Sign-up month.
- Trunk or Treat donations being accepted at the desk.

Departmental Reports:

- Refer to the Director's notes for detailed descriptions on Teen Photo Shoot, D & D Club, and Craft Sessions
- All-Star Story Time has been very successful with guest readers from other member libraries as well as staff
- Aud/Gallery continues to be busy with programming including a WCS meeting with approximately 150 in attendance, a Church choir, film screenings, and a collaboration with the Starlight Theater group. Jeff Babbitt's Artist Reception was well received. A joint program with the Book Sellers is being planned to hold a Rocky Horror Picture screening.
- Tech: The new website has been launched but needs tweaking. Working on iPad upgrades and we continue to be on the waitlist for the new telephone system.

Buildings & Grounds:

- Maintenance working to recycle the leftover books from the book sale.
- Rick continues to repair flashing on stairwell.
- The replacement balustrades are in and should be installed this season.
- Construction is in full swing on the parking lot.

Personnel:

- Staff evaluations are underway and Trustees need to submit the Director's evaluation no later than prior to next month's meeting (form attached to the Director's email).
- Victoria Slovak hired as a desk clerk and started September 10th.
- After the Search committee held interviews and second interviews, the unanimous decision was to offer the Children's Librarian to a candidate (not named so to protect her current position until she gives notice). She accepted our offer and plans to start in January.
- On the recommendation of Director Nic, the title of Assistant Director will be added to Kate Elliott and Youth Services Coordinator to Ally Fesmire, pending board approval. Wage adjustments to these positions are included in the 2026 budget proposal.
 - **Board Action on this will take place at the November meeting.**

Grants and Finances:

- Nic has filed our Tax Cap compliance forms with the state.
- Once the parking lot is completed, Nic will close out the grant and we will receive our final 10%.

Committee Reports:

- Finance Committee met and recommended the 2026 budget. Motion by Tim, second by Kris to approve the Budget, carried 5-0.
- Administrative Committee has scheduled Friday, 10/24/2025 at 3:00 for policy review. This a result of recent activities with inappropriate behavior of a patron stalking staff. The Police were notified and the individual advised to stay out of the library and away from staff. We should document this action incase further action is necessary. There has also bee incidences of unauthorized people in the downstair bathrooms appearing to use illicit substances. A letter will be drafted to the offenders to document same. From discussion, it was suggested perhaps we need to have Narcan on the premises, with proper training. Post Meeting: Tim reported Police Lt. Hughes cautioned if the library wants that liability. More discussion necessary.
- Building & Grounds to hold annual tour immediately following next meeting.
 - Tom asked Nic to follow-up on communications with Scott Miller regarding roof improvements. We need to also expedite Alfred University for their recommendations.
 - Tom recommended exploring a sign similar to the “Wellsville” signs coming off the Genesee Parkway at Madison St. This could be placed near the new parking area. Nic to check, with the Alfred Ag-Tech for assistance.
 - Following discussions, Tim asked Lt. Hughes to advise legal specs on No Parking signs to possibly add to the entrance of the parking lot. To be advised.

Friends Report:

- Don Bowie won the Friends Spooky Dinner

Old Business:

- STLS has pushed back our concerns about the Charter wording with the State Education Department. More to follow.

New Business:

- **November meeting would be on Veterans Day. It will be officially rescheduled to Wednesday, November 12, 2025 at 7:30 am.**
- Nic will be soon utilizing his accrued vacation time.

Adjournment: There being no further business to come before this Board, a motion was offered by Nancy and seconded by Tom, to adjourn, carried 5-0. Meeting adjourned at 8:46 a.m., carried, 5-0.

Respectfully submitted,

Timothy J. Colligan,
Acting Secretary