

**Minutes of The David A. Howe Library  
Board of Trustees  
April 15, 2015**

**Present:** Donald Comstock, Mark Finn, GERALYN Murphy-Gough, Ed Pekarek, Janice Porter, Roxy Schmidt, Connie Synakowski, and Michelle LaVoie

**Absent:** William Joy and Voni Walker

**Call to Order:** President Donald Comstock called the meeting to order at 7:34AM.

The Board recognized Roxy Schmidt for her many years of dedicated service to the David A. Howe Library Board of Trustees. Janice Porter provided the group with a delicious coffee cake, fruit compote and granola.

**Discussion and Approval of Minutes:** Motion by Don Comstock and seconded by Mark Finn to approve the March 10, 2015 minutes. Motion carried.

**Director's Report** – Discussion on the following items:

- Michelle reported in spite of the wintry weather the Rotary Club sponsored Easter Egg Hunt was well-attended and a great success.
- Our new Teen-Tech Coordinator, Eric, Mikols, is working the circulation desk in the Children's Room in order to become acclimated to the library. He has re-arranged furniture to make a Teen Corner in the room, and Michelle reports that he is working out very well.
- In a building project update, Michelle told the Board that all asbestos abatement is finished with the exception of the boiler which has just been shut down. She expects a proposal for Phases II and III of the project from Smart Edge by the end of the week.
- On March 18<sup>th</sup> Michelle received a call that there was a fire alarm at the library. Smoke caused by chemical-soaked cleaning rags left in the maintenance room had set off the alarm. Fortunately there was no serious damage, other than a broken window in one of the library's new doors (firefighters had to break it in order to enter the building). To prevent any future problems, chemical-soaked rags will now be placed in a metal can outside of the building, and volatile cleaning products will be stored in the new fire-proof cabinet which will be purchased for \$1436.
- The Board decided that the expense associated with the installation of a security camera on the stairs near the parking lot is not worth the "after-the-fact" information it would provide. The Board discussed the possibility of installing signage to deter teen abuse of the stairs and the terrace, but did not take any formal action.
- Rick Dodd found a major water leak in a crawl space under the main stacks and has turned off the water to that line until repairs can be made. The leak will result in two months of high water bills for the Library. Michelle will contact the water

department to request a reduction of the bill due to the water not going into the village sewer.

- Rebecca Miller has volunteered to purchase flowers for the Library at a reduced price and to oversee a volunteer youth group who will help with the planting. Geralyn Gough moved to approve the expenditure for the flowers, Janice Porter seconded, and the motion carried.
- The interview committee selected Keturah Cappadonia from the three finalists for the position of Children's Librarian. She comes to the David A. Howe with five years of library director experience. Mark Finn moved to approve her salary at \$32,500, Ed Pekarek seconded, and the motion carried. Michelle will notify her today of the Board's decision.
- The Board discussed the possible need to cut part-time staff hours. Nic Gunning has recommended that all future part-time staff hours be capped at 25. Because of increased efficiencies and decreased circulation, there may not be a need for as many hours as are currently worked. Michelle recommended that the Board wait until all the new hires are in place and trained to see what the staffing needs will be and therefore know the best course to take.
- The Administrative Committee met with Brad Thompson from the Balloon Rally Committee to express the Library's concerns about last year's event. Brad assured the committee that there would be additional security at the front door and a designated driver available. The Board reiterated its determination that all provisions of the building use contract be upheld.
- Michelle will notify the Allegany County Historical Society that it needs to be seriously looking for a new space outside of the Library to house its office. In the future, the Library is contemplating the installation of an elevator to become ADA compliant, and also needs the upstairs rooms for increased office space. The Library would like the ACHS to be out by the end of the year, if possible.

### **Committee Reports:**

**The Finance Committee** will meet on Monday, April 20<sup>th</sup> at 8:00 to listen to HVAC project loan proposals from Steuben, Community Bank, and First Citizens. They will bring a recommendation to the May Board meeting. The Finance Committee will also set a date in the near future to discuss the tentative proposals they have received from two investment advisors who are recommending that the Library revamp its current portfolio. The investment advisors will charge the Library a half a percent to manage our funds.

### **Friends Report: No report**

### **Old Business:**

- Connie Synakowski provided the Administrative Committee with the Wellsville School Board's policy for public expression at meetings. The policy language is for use as a template for developing a similar policy for inclusion in the Library's by-laws.

- Roxy Schmidt reported that MOTL has received substantial funding for its summer concert series and the revival of the group has been very positive.
- Don Comstock asked the trustees to be thinking of a recommendation for a replacement for Roxy's seat on the Board. Mark Finn and Janice Porter volunteered to contact Ann Sobeck to see if she might be interested.

**New Business:**

- Connie Synakowski moved to appoint Janice Porter as the new chair of the Administrative Committee, replacing Roxy Schmidt who is going off the Board. Mark Finn seconded, and the motion carried.

**Adjournment:**

Janice made a motion to adjourn at 9:29 AM. GERALYN GOUGH seconded. Motion carried.

Respectfully submitted,

Connie Synakowski,