

**Minutes of The David A. Howe Library  
Board of Trustees  
July 12, 2016**

**Trustees Present:** Mark Finn, (Vice-President) GERALYN MURPHY-GOUGH (Treasurer), Laurie Hennessey, Ed Pekerak, Janice Porter, Connie Synakowski (Secretary), Voni Walker, and Nic Gunning, (Interim Director)

**Absent:** Don Comstock (President), Trustee Sobeck

**Call to Order:** Vice-President Mark Finn called the meeting to order at 7:30 AM.

**Discussion and Approval of Minutes:**

A motion was made by Vice-President Finn and seconded by Trustee Walker to approve the June 10, 2016 minutes.  
Motion carried.

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

- Interim Director Gunning reviewed the June circulation statistics. He noted that there was a good year-to-year increase in overall circulation, a surprising decrease in digital materials circulation, (which may have been due to the fact the system was down for a couple of days), and mixed success with the summer feeding program with low breakfast numbers and good numbers for lunches.
- Trustee Porter reported that she had dropped in on a children's story time and found it very successful.
- Interim Director Gunning announced that he has nominated the DAHPL for a STLS social media award based on the success of the Library's podcasts.
- Interim Director Gunning also noted that programming in the auditorium is deliberately light during the summer months so as not to conflict with MOTL.
- Interim Director Gunning has set up an informal meeting with ARC personnel to brainstorm ways to resolve the issue of craft classes being dominated by ARC clients. He informed the Board that many members of the general public who have been regulars in these classes are no longer attending.
- Teen classes at the Library are going very well, especially the Anime group.
- Tech class attendance continues to lag in spite of efforts to vary the times they are offered. 1:1 Tech classes are more successful.

- Children's Librarian, Keturah Cappedonia, is working with the YMCA Day Camp and the Wellsville Elementary School once a week through August 26<sup>th</sup> to lead literacy programming.
- The DAHPL Children's Library will have a special Elephant and Piggie story time party on August 22<sup>nd</sup> complete with Elephant and Piggie costumes on loan from STLS.
- Eric Mikols is scheduled to present to the Wellsville Rotary on using Overdrive and other digital services.
- In buildings and grounds news, Interim Director Gunning reported that the larger replacement overflow tank (part of the HVAC project) will be installed by SmartEdge next week.
- Head of Maintenance, Rick Dodd, has patched the hole in the wall in the County Room and it looks much better. The Library is using the County Room as the site for the Summer Feeding Program.
- On Monday, July 18<sup>th</sup> SmartEdge will look into separating the roof and front terrace drains to see if doing so remedies the chronic water problems.
- Head of Maintenance, Rick Dodd has expressed concern about the size of some of the trees growing outside of the auditorium and beginning to reach the terrace. The Board may want to consider heavy pruning or removing the trees and replacing them with lower-growing shrubs.
- Interim Director Gunning met with Clerk-of-the-Works, Jim Barnes, to explore the possibility of installing an elevator. After examining all of the possible locations, it was determined that the original plan of running the shaft through the vacant office to the upstairs is not feasible because it would result in the destruction of ornamental architecture, and the need to move existing duct work and plumbing. Further study by an engineer and/or an architect will be necessary.
- As a result, the focus of this year's Construction Aid grant, which was to target the acquisition and installation of an elevator for increased patron accessibility, had to be changed. The presentation to the STLS Board will now focus on duct cleaning as the final phase in the HVAC project and the precursor to a future air conditioning project.
- Interim Director Gunning announced that the DAHPL has received \$8,700 in Bullet Aid through the assistance of Senator Young. This is a \$3,700 increase over last year's award.
- Interim Director Gunning reviewed the DAHPL's summer events which include Adult, Teen, and Children's Summer Reading Programs, additional Library hours on Balloon Rally weekend which will include three times for visitors and patrons to take guided tours of the Library, a book sale, the Friends raffle, and a Sunday production of the Fantasticks performed by the Short Tract Players in the Nancy A. Howe Auditorium.

- Tuesdays on the Terrace will begin today with the Duke Tea House providing the lunch.
- The ever-popular Elvis is performing at MOTL on Thursday. Because of the large crowd the event typically draws, Interim Director Gunning and the MOTL Committee are exploring the option of moving the event into the HS auditorium in case of rain. The Nancy A. Howe Auditorium may not be large enough to accommodate those who attend.
- Interim Director Gunning and Children's Librarian, Keturah Cappedonia, are planning the Fancy Nancy Tea Party set for August 18<sup>th</sup>. Duke Tea House has expressed a desire to cater and supervise. Publicity for the event, which requires pre-registration, will begin soon.
- Interim Director Gunning gave the Board an update on on-going Library projects:
  - a) The egg collection trade with Cornell should be finalized on Monday, July 25<sup>th</sup> when the Cornell representative will visit the DAHPL to examine the eggs and their corresponding field notes. In exchange for the eggs which are of scientific value to Cornell, the Library will receive eggs of varied sizes and colors, 50 plastic display cases, and a public presentation on Natural History Collections given by a Cornell scientist in early October.
  - b) Interim Director Gunning should receive a final appraisal on the watch collection from Forrest Shaner in 7-10 days.
  - c) STLS is now offering Broadband Internet access to the DAHPL at an increased cost of \$35/month for three years. Trustee Walker moved to spend the additional monies noting the probable increase in efficiency for patrons and staff, Trustee Hennessey seconded the motion and it carried. Trustee Pekerak abstained.
  - d) Fireball Run will be filming the DAHPL's Lincoln Collection artifacts in September, rather than in July due to scheduling conflicts. They have requested former Director LaVoie be present and she has agreed.

### **Committee Reports:**

The Buildings and Grounds Committee met on June 17, 2016 to discuss the Board's priorities for the 2017 Construction Aid Grant.

### **Friends Report:**

The Friends:

- Agreed to use the proceeds from the Balloon Rally raffle to help fund the Fancy Nancy Tea Party.

**Old Business:**

- Trustee Synakowski expressed concern that the brick on the front steps of the Library has begun to crumble and sections of mortar are missing from many steps. Interim Director Gunning agreed to look into when the repairs were made and who did the original work.
- Trustee Pekarek reminded the Board that there is still a tree growing out of a chimney on the Library roof. The Board recommended having General Roofing try to remove it.

**Adjournment:**

At 8:38 AM. Vice-President Finn moved to adjourn. Trustee Hennessey seconded and the motion carried.

Respectfully submitted,

Connie Synakowski, Secretary