

Minutes of the David A. Howe Library  
Board of Trustees  
November 14, 2017

**Trustees Present:** Don Comstock (President) Laurie Hennessy, Janice Porter, Anne Sobeck, Voni Walker, Nic Gunning (Director)

**Absent:** Mark Finn, Emily Peavy, Ed Pekarek, Connie Synakowski

**Call to Order:** President Comstock called the meeting to order at 7:35.

**Discussion and Approval of Minutes:** With three corrections (adding Voni Walker's name to those present, correcting spelling of Hennessy, and title for Donald Comstock in "call to order", President Comstock made a motion to approve the October 12, 2017 minutes and Trustee Sobeck seconded and the motion carried.

**Director's Report:** Added comments to General Updates:

President Comstock noted the new faces he saw at Naomi Shihab Nye's reception.

Trustee Porter mentioned that it was rewarding to see AU represented this year.

Director Gunning was also glad WHS was involved this year as well.

Director Gunning is already working to secure next year's featured author.

Houghton College is very involved and supportive.

Added comments on Emergency procedures to be updated:

Director Gunning asked about removal of ash trays from front terrace. Trustee Hennessy recommended that all ash trays be removed from library property to encourage NO smoking on library grounds. All trustees agreed. Ashtrays will be removed and signs posted. Trustees will review our decision, based on what is cigarette debris is thrown on library grounds.

President Comstock remarked that emergency procedures should cover the worst contingencies.

Added comments on Upcoming Programs:

Tree trimming has been moved up to in timing to precede the Saturday afternoon Nutcracker performance.

Added comments on Youth Services:

Director Gunning is very happy with the programming and outreach that Eric Mikols and Kate Miller are doing. Both are expanding their work and looking for ways to involve more youth and children.

Added comments on Building and Grounds:

President Comstock told Trustees that he has talked to Doug Lynch about sidewalk and parking lot brick wall issues and Doug will be able to fix both in the spring.

Added comments and votes on Personnel:

\* The Administrative Committee is meeting **Monday, Dec. 11<sup>th</sup> at 3:30** to evaluate Director Gunning as part of the ongoing staff evaluations.

\* Trustee Walker moved for the continuation of Emmett as Special Projects Curator for 15 hours, not to exceed 20 hours per week. The Board of Trustees will evaluate Special project status in June. Trustee Hennessy seconded and the motion carried.

\* Trustee Porter moved that the Board go into executive session. Trustee Hennessy seconded and the motion carried.

\* Trustee Porter moved that the Board come out of executive session. Trustee Walker seconded and that motion carried.

\* Trustee Hennessy moved that we increase Niki Gordon's pay by 9% (5% as a cost of living {and reflective of her outstanding work} and 4% for increased responsibilities in adult programming). Trustee Walker seconded and the motion carried.

Added comments and votes on Finances:

\* Trustee Porter moved that we accept the budget recommended by the Finance Committee, presented by Director Gunning and adjusted as recommended. Trustee Hennessy seconded and the motion carried.

\* Trustee Hennessy moved that we have a 0 to 5% range for cost of living/merit raise. Trustee Walker seconded and the motion carried.

Vote on School Tax:

\* Following the Finance Committee's recommendation (due to projected surplus in the 2018 budget) Trustee Walker moved that we forgo an increase in our tax proposition for the 2019 school budget. Trustee Hennessy seconded and the motion carried.

New Business

\* After an hour presentation by a representative from Clark Capital and GERALYN GOUGH, with questions answered, much discussion of alternatives, and a booklet for perusal, Trustee Porter moved that we use Clark Capital with GERALYN as our local representative for managing the endowment. Trustee Walker seconded and the motion carried.

President Comstock moved that we adjourn and Trustee Hennessy seconded. The motion carried.

Minutes of Executive Session in November 14, 2017 Board of Trustees meeting

In executive session, the Trustees discussed Director Gunning's recommendation concerning the added responsibilities and more pay for Niki Gordon, taking into consideration, her excellent work.

Trustee Hennessy felt that generally we should recognize outstanding service of employees with a 5% cost of living/merit raise. We all agreed that the proposed budget could handle the range of 2% to 5% that generally will be awarded, based on Director Gunning's evaluations. Trustee Walker told us that 3% will be the general adjustment to cost of living.

We agreed that good service to the DAH Library should be rewarded by a higher %.