

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 8, 2015**

Pledge of Allegiance

Call to Order: T. Rigney called the meeting to order at 7:05 PM.

Roll Call of Members:

Rajene Hardeman, Donna Haynes, Randy Lashua, Prudence Posner, Thomas Rigney, Derek Sanderson, Karen Twohig and Director Amy Raff, *ex officio*. Moning Lin and Ken Straus were excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation:

None.

Guest Speakers:

John Tesh from Fellenzer Engineering presented his report on HVAC options for the Library. His report covers current conditions and three options on how to proceed. See attached report.

Reading of the Minutes of the Previous Meeting:

P. Posner moved, R. Lashua second to approve the meeting from the previous meeting. All ayes. Motion carried.

Treasurer's Report:

R. Lashua reviewed the bills this month. K. Twohig moved, D. Haynes second to approve the warrants. All ayes. Motion carried.

President's Report:

See attached. T. Rigney, P. Posner, R. Lashua, D. Haynes & A. Raff attended MHLS Trustee Training last month. Please read pages 14-20 of the Handbook for Library Trustees for discussion at January's meeting. President Rigney urged all trustees to join the Friends of Library. The Friends are having annual holiday party on Saturday, December 19 at 10am.

Director's Report:

See attached. R. Hardeman moved, P. Posner second to approve the following changes to the library's circulation and computer use policies: two renewals now permitted on items with no holds, DVD overdue fine changed to 25 cents a day, public may use the computer for two hours daily, visitors will be issued visitor pass to use computers regardless of whether or not they can show photo ID. All ayes. Motion carried.

Committee Reports:

1. *Action Development Committee*: Will be appointed in January
Helen Savoit Award Committee (K. Twohig): See attached report.
2. *Building/Finance Committee (P. Posner)*: Will meet in January to discuss HVAC report. R. Lashua moved, D. Haynes second to approve contract with Quest Environmental for asbestos abatement monitoring not to exceed \$8,500.00 and to pay for it from Capital Contingency Fund. All ayes. Motion carried. P. Posner reported that four months into our fiscal year, 33.7% of the operation budget has been expended. P. Posner distributed a new spreadsheet that includes further explanations of the fund balance.
3. *Personnel/Nominating Committee (D. Sanderson)*: Nothing to report
4. *Bylaws Committee*: Will be appointed in January
5. *Election/Referendum Committee*: Will be appointed in January
6. *Ad Hoc Space Utilization Committee (R. Hardeman)*: Will meet in January

New Business:

Change orders for ADA Compliance Project: P. Posner moved, D. Haynes second to approve the following change orders: improvement of storefront entrance, securing of acoustical ceiling tile, insulation above ceiling, level floor in bathrooms and storage room amounting to \$8,246.00. All ayes. Motion carried.

Good and Welfare:

T. Rigney is playing at Dogwood on Thursday, December 17th at 8:30pm.

Adjournment:

P. Posner moved, R. Hardeman second to adjourn meeting. All ayes. Motion carried.
Meeting adjourned at 9:05pm.

Submitted by,

Amy B. Raff, Library Director

Attachments

HVAC Report

Director's Report

President's Report

Helen Savoit Award Committee Report