

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
JANUARY 5, 2016**

**Pledge of Allegiance**

**Call to Order:** T. Rigney called the meeting to order at 7:02 PM.

**Roll Call of Members:**

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

**Votes:** All votes were unanimous, unless otherwise noted.

**Public Participation:**

None.

**Guest Speakers:**

Brent T. Napoleon from Nugent & Haeussler, PC gave his audit report for the fiscal year 2014 – 2015. He reviewed the acceptable procedures for purchases and budget transfers, full accrual method vs. modified accrual and the results of their audit.

**Reading of the Minutes of the Previous Meeting:**

R. Lashua made a motion to accept the December 8, 2015 meeting minutes, with an amendment to include K. Twohig as an attendee at Trustee Training. Seconded by D. Sanderson and the motion carried.

**Treasurer's Report:** See attached report.

P. Posner explained some expenses from November. D. Sanderson did the claims audit for the month. The **motion** to accept the warrants and claims for the month was made by K. Twohig and seconded by R. Lashua. Motion carried. M. Lin made a **motion** to accept the November 2015 Treasurer's Report. Seconded by D. Sanderson and the motion carried.

**President's Report:** See attached report.

1. T. Rigney addressed Trustee duties and responsibilities. Please read pages 25-33 of the Handbook for Trustees for discussion next month.
2. Committees were seated as follows: Action Development – D. Haynes, Chairperson; K. Twohig and R. Lashua, committee members. Bylaws Committee – R. Lashua, Chairperson; P. Posner, committee member. Election Referendum - M. Lin respectfully declined. Director Raff stated that she and Recording Secretary Beyer could handle the position.

**Director's Report:** See attached report.

1. **Motion** to approve change orders totaling \$10,097.00 for building project made by P. Posner and seconded by K. Twohig. Motion carried.
2. **Motion** to set date for the budget vote for April 28, 2016 made by P. Posner and seconded by D. Sanderson. Motion carried. Director Raff will have budget numbers for the February meeting.
3. There was a roof leak during the New Year's closing. There were approximately 15 gallons of water collected. The contractor said there is some caulking that will reseal it.
4. **Motion** to accept the amendments to the Personnel Policy Update made by M. Lin and seconded by K. Twohig. Motion carried.
5. **Motion** by P. Posner and seconded by D. Sanderson to accept the Claims Audit Process as recommended by Director Raff.

**Unfinished/Committee Reports:**

**Action Development Committee:**

K. Twohig stated the Helen Savoit Committee met November 24<sup>th</sup> and those minutes are attached. It is proving very difficult to find a handicapped accessible location. Director Raff will discuss possible honorees at this weeks Department Head Meeting.

**Building & Finance:**

P. Posner will try to set up a meeting for the end of the month. They would like to have a list of priorities from the Committee to present.

**Personnel/Nominating:**

D. Sanderson stated the form they've been working on for interested trustees is finalized and online. They hope to have returns by the end of the month. P. Posner asked if there has been a notice in the Free Press and Director Raff will check in to it.

**Ad Hoc Space Utilization Committee:**

In R. Hardeman's absence there was no report. Director Raff stated they are trying to set up a meeting for January 19<sup>th</sup> or 26<sup>th</sup>.

**New Business:**

There was no new business.

**Good and Welfare:**

There was nothing.

**Agenda for February 2, 2016 Board Meeting to start at 7:00 PM:**

Budget review

**Adjournment:**

M. Lin made a motion to adjourn at 9:06 PM. Seconded by D. Sanderson and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

Attachments

**Motion** to approve change orders totaling \$10,097.00 for building project

**Motion** to set date for the budget vote for April 28, 2016

**Motion** to accept the amendments to the Personnel Policy Update

**Motion** to accept the Claims Audit Process