

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
MARCH 1, 2016**

Pledge of Allegiance

Call to Order: T. Rigney called the meeting to order at 7:07 PM.

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

T. Rigney swore in new trustee Jan Dolan.

Public Participation:

None.

Guest Speakers:

None.

Reading of the Minutes of the Previous Meeting:

M. Lin made a motion to accept the February 2, 2016 meeting minutes as circulated. Seconded by R. Lashua and the motion carried.

Treasurer's Report: See attached report.

The **motion** to accept the warrants and claims for the month was made by K. Twohig and seconded by D. Haynes. Motion carried. A. Raff explained that there was an error on the Treasurer's Report, so it should not be accepted as presented. J. Dolan made a **motion** to table the January 2016 Treasurer's Report. Seconded by K. Twohig and the motion carried.

President's Report: See attached report.

1. T. Rigney addressed Trustee duties and responsibilities. He had questions on the insurance coverage and A. Raff stated she would talk to the insurance agent to see if they could come address the Board in May or June.
2. **Motion** by M. Lin and seconded by K. Twohig to accept Ken Strauss' resignation from the position of Trustee, effective 2/3/16. Motion carried.

Director's Report: See attached report.

1. A. Raff presented the budget to the Board as it will be voted on in April.
2. K. Twohig made a **motion** to accept the NYS Annual Report with the amendments and corrections as presented by Director Raff. Seconded by D. Haynes and carried.
3. R. Lashua asked about the Youth Programs. A. Raff explained the Spark Video, card program and the after school programs. D. Haynes asked if she would consider an intern for this type of position. A. Raff said yes, but she also needed a regular Youth Program Assistant. On a **motion** by R. Lashua and seconded by R. Haynes, a Youth Program Assistant position was created for \$15.00 per hour for 10-15 hours per week.
4. A. Raff stated the construction is coming along very well and Barone Construction has been great to work with.
5. The Board was asked if there was any additional information they would like to see on the monthly Director's Report. D. Haynes said any grant information would be great.

Unfinished/Committee Reports:

Action Development Committee:

D. Haynes stated she has started reviewing the 2020 Plan. There are some areas that list goals, but no steps to achieve them. She would like a committee meeting to review this information. It is tentatively scheduled for Monday, March 14th from 3 – 4 PM. R. Hardeman stated she will piggyback the Adhoc committee onto that.

Helen Savoit:

K. Twohig stated they are set for May 21, 2016 at St. Rocco's and it will be catered by Papa Joe's. T. Rigney stated they are trying to be fiscally responsible and still put on a nice event. They also want to pursue the scholarship aspect. D. Haynes asked how they were going to do that and K. Twohig said there will be recommendations from the school and through G. Figlia. R. Hardeman would like to see the recipient not from within the library and T. Rigney stated that it needs to remain true to the intent of Ms. Savoit and be someone who represented and supported the library. T. Rigney stated they are also looking to use local vendors for this event.

Building & Finance:

In P. Posner's absence, R. Hardeman stated they will work with the 2020 Committee as well as with the Director.

Personnel/Nominating:

D. Sanderson was absent, so there was no report.

Bylaws:

R. Lashua stated they met two weeks ago and there is a lot of information to try to digest. A. Raff suggested comparing the current bylaws with the template to make sure they have all the basics before they begin looking at recommendations made from past committees. R. Lashua stated there will be a meeting on Thursday.

Election:

J. Beyer stated the signature books have been ordered, petitions are out and most of the election clerks have been contacted. **Motion** to appoint the following Election Inspectors for the April 27, 2016 vote: Vicki Blucher, Corinne Dickson, Marcia Frahman, Suzanne McElduff, Janie Moore, and Nancy Masacchio made by M. Lin and seconded by R. Lashua. Motion carried.

Friends:

R. Hardeman stated they did not have a meeting. She will continue as the liaison and the next meeting will be March 8 at 6:30 PM at Beacon Reads.

Adhoc:

D. Haynes said Adhoc will meet on March 14th at 3:00. She will get a list of the names of interested people to prepare some communication.

New Business:

R. Hardeman asked if the Board was going to pursue the Board Evaluations as recommended by Rebekkah Smith Aldrich. T. Rigney suggested doing this in June as part of their year-end. A. Raff said she will get the surveys to get to the Board prior to that. D. Haynes asked if there was homebound program. A. Raff said she is unsure of the status of that program. D. Haynes said part of the 2020 Plan was to make the library accessible to everyone, so this is something they can work on. She asked about the homework help that used to be here and A. Raff said the DC Chamber of Commerce has a tutoring session that meets here. D. Haynes said LaGrange has a volunteer program to help stack books. She wasn't sure if this was something that could be implemented here.

Good and Welfare:

T. Rigney is now involved with three bands. March 12th there will be a show at Gail Pub, March 13 in Philadelphia and REM boot camp band will be playing at Quinn's on St. Patrick's Day at 9 PM.

Agenda for April 5, 2016 Board Meeting to start at 7:00 PM:

Adjournment:

R. Hardeman made a motion to adjourn at 8:59 PM. Seconded by M. Lin and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

Attachments

Motion to accept Ken Strauss' resignation from the position of Trustee, effective 2/3/16

Motion to table the January 2016 Treasurer's Report

Motion to accept the NYS Annual Report with the amendments and corrections

Motion to accept the Claims Audit Process

Motion to create the position of Youth Program Assistant for \$15.00 per hour for 10-15 hours per week

Motion to appoint the following Election Inspectors for the April 27, 2016 vote: Vicki Blucher, Corinne Dickson, Marcia Frahman, Suzanne McElduff, Janie Moore, and Nancy Masacchio