

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 13, 2018**

**Pledge of Allegiance**

**Call to Order:** K. Twohig called the meeting to order at 7:00PM.

**Roll Call of Members:**

Stacy Christensen, Jan Dolan, Donna Haynes (arrived at 7:28), Randy Lashua, Mark O'Malley, Prudence Posner, Thomas Rigney, Karen Twohig, and Director Kristen Salierno, *ex officio*. Arabella Champaq Drouillard was excused.

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

**Public Participation:** None

**Guest Speakers:** None

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

The October 9, 2018 minutes were approved on a **motion** made by P. Posner and seconded by J. Dolan.

K. Salierno requested an amendment to the agenda. On a **motion** by P. Posner and seconded by T. Rigney, the agenda was amended to move the Financial Report up to the Treasurer's Report section.

On a **motion** by R. Lashua and seconded by J. Dolan, the agenda was amended to add motions regarding budget lines per the auditor's recommendations.

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

The **motion** to accept the warrants and claims for vouchers #2262 - 2324 for the month was made by T. Rigney and seconded by S. Christensen. Motion carried. P. Posner made a **motion** to accept the Financial Reports for October 2018 as presented. Seconded by R. Lashua and the motion carried. The proposed budget amendments and changes to accounts were discussed. T. Rigney made a **motion** to establish a \$2,000 budget for "Donation – Wee Play line – 4244 and to add \$2,000 to the Children's Program budget expense line – 6320. Seconded by J. Dolan and carried. On a **motion** by S. Christensen and seconded by M. O'Malley, account 3960 & 3965 were moved to be included in the fund balance as of 6/30/18. On a **motion** by P. Posner and seconded by J. Dolan, the remaining assigned balances will remain the same as of 6/30/18. Motion carried.

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

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

There was a discussion regarding the security guard and finding a line item in next year's budget to continue it. K. Salierno reviewed the NYLA conference and her individual seminars.

**Unfinished/Committee Reports:**

Board Development/Policy Committee: See report.

Building Committee:

T. Rigney stated the masonry work is completed. The committee met to discuss the estimates and accepted one, but it was from July and due to an increase in steel pricing, the

vendor has revised it. The committee should reconvene to discuss getting updated prices from all the vendors.

Finance Committee: See report.

It was presented during the Treasurer's Report section.

Personnel/Nominating Committee:

P. Posner handed out a sample self-evaluation for the Library Director for the Board to review. On a **motion** by J. Dolan and seconded by S. Christensen the Board accepted this model as presented for the Director's Annual Self-Evaluation.

Planning Committee: See Report.

D. Haynes asked about the possibility of doing a small survey. K. Salierno stated the MHLS stated that was more towards the 2020 plan and it could be started now.

Friends Liaison Report: No report.

### **New Business:**

On a **motion** by R. Lashua and seconded by T. Rigney, the Board voted to Opt-In to purge the \$24,722.94 in untraceable manual fees, assessed before May 29, 2002 on any Howland Public Library patron records.

### **Good and Welfare:**

K. Salierno invited the Board to the Holiday Dinner on December 5, 2018. S. Christensen invited everyone to attend the Holiday Pottery Show.

### **Agenda for December 11, 2018 Board Meeting to start at 7:00 PM:**

### **Adjournment:**

P. Posner made a motion to adjourn at 8:46 PM. Seconded by S. Christensen and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

**MOTION** to accept the minutes

**MOTION** to amend the agenda

**MOTION** to amend the agenda

**MOTION** to accept the Warrants and Claims

**MOTION** to accept the Financial Report

**MOTION** to establish a \$2,000 budget for "Donation – Wee Play line – 4244 and to add \$2,000 to the Children's Program budget expense line – 6320

**MOTION** to move account 3960 & 3965 to be included in the fund balance as of 6/30/18

**MOTION** to have the remaining assigned balances remain the same as of 6/30/18

**MOTION** to accept the model presented for the Director's Annual Self-Evaluation

**MOTION** to Opt-In to purge the \$24,722.94 in untraceable manual fees

Attachments