

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
JANUARY 9, 2018**

**Pledge of Allegiance**

**Call to Order:** K. Twohig called the meeting to order at 7:02 PM.

**Roll Call of Members:**

Stacy Christensen, Jan Dolan, Rajene Hardeman, Randy Lashua, Thomas Rigney, Karen Twohig, Director Amy Raff, *ex officio* and Interim Director Muriel Verdibello. April Farley arrived at 7:14 and Donna Haynes arrived at 7:30. Prudence Posner was excused.

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

**Public Participation:** None

**Speakers or Guests:**

Jen McCreery reviewed the Desmond-Fish's library planning process and the "turn outward" mindset. She discussed what worked and what didn't, as well as what they would have done differently. She also discussed how this opened the door to involve the library more in their service area in other areas as well.

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

T. Rigney made a **motion** to accept the December 19, 2017 meeting minutes as presented. Seconded by J. Dolan and the motion carried.

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

The **motion** to accept the warrants and claims for vouchers # 1827 - 1852 for the month was made by A. Farley and seconded by S. Christensen. Motion carried. R. Lashua made a **motion** to accept the Financial Reports for December 2017 as presented. Seconded by J. Dolan and the motion carried. On a **motion** by J. Dolan and seconded by S. Christensen the budget expense line 7070 Equipment/Furniture will be increased by \$2890.00. Motion carried. S. Christensen made a **motion** to increase the budgeted expense of 6310 Adult Programs by \$1,000. Seconded by J. Dolan and carried. On a **motion** by J. Dolan and seconded by R. Lashua the budgeted expense of 6325 Young Adult Programs will be increase by \$2,110. Motion carried. The increases are funded by the \$6,000 given by Friends of the Library. A. Raff also stated the Makerspace Project has funds that have not been spent yet, so on a **motion** by A. Farley and seconded by S. Christensen the income of 4374 NYS Special Legislative Grant will be increased by \$3,500.00. Motion carried. T. Rigney made a **motion** to increase the budgeted expense of 6325a Makerspace Program by \$3,500. Seconded by J. Dolan and carried. This is due to the grant from Senator Sue Serino's office.

**President's Report:** see attached

1. K. Twohig presented A. Raff with a keepsake from Beacon Glass as a farewell present and thanked her on behalf of the Board for her service.

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

1. On a **motion** by R. Lashua and seconded by A. Farley, Michelle Rivas' hours will be increased by 7, which will make her a full-time employee and eligible for health insurance. Motion carried.
2. J. Dolan made a **motion** to add Muriel Verdibello, Interim Director, as signatory on all M&T Bank accounts. Seconded by A. Farley and carried.
3. The Board agreed to allow A. Raff to be compensated for 20 hours of comp time, plus whatever may be accrued before January 19<sup>th</sup>.

**Unfinished/Committee Reports:**

Board Development:

No report.

Building Committee:

No report.

Finance Committee:

No report.

Personnel/Nominating Committee:

No report.

Planning:

J. Dolan stated they need to schedule a meeting.

Friends:

No report.

Search Committee:

T. Rigney stated they met last week and reviewed the process. The Committee is made up of T. Rigney, K. Twohig, P. Posner, J. Dolan, five staff members, and Marcia Frahman from the Friends Group. It will probably take three to four months for a viable list to be received. They will meet again on March 6<sup>th</sup> at 6 PM.

**New Business:**

R. Hardeman stated the Board needs to find a good replacement for her to run for trustee in the next election. She also said that Wikipedia is doing an Edit-a-Thon regarding Art & Feminism and if the library would like to be involved she will get them the information.

**Good and Welfare:**

No one had anything to report.

**Agenda for February 13, 2018 Board Meeting to start at 7:00 PM:**

**Adjournment:**

R. Lashua made a **motion** to adjourn at 8:50 PM. Seconded by T. Rigney and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

Attachments

**Motion** to accept the minutes

**Motion** to accept the Claims Audit Process

**Motion** to accept the Financial Reports

**Motion** to increase the budget expense line 7070 Equipment/Furniture by \$2890.00

**Motion** to increase the budgeted expense of 6310 Adult Programs by \$1,000

**Motion** to increase the budgeted expense of 6325 Young Adult Programs by \$2,110

**Motion** to increase the income of 4374 NYS Special Legislative Grant by \$3,500.00

**Motion** to increase the budgeted expense of 6325a Makerspace Program by \$3,500

**Motion** to increase Michelle Rivas' hours by 7, which will make her a full-time employee and eligible for health insurance

**Motion** to add Muriel Verdibello, Interim Director, as signatory on all M&T Bank accounts.