

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
APRIL 10, 2018**

Pledge of Allegiance

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

Roll Call of Members:

Stacy Christensen, Jan Dolan, April Farley, Donna Haynes, Randy Lashua, Thomas Rigney, Karen Twohig, Interim Director Muriel Verdibello, *ex officio*, Rajene Hardeman and Prudence Posner were excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Hearing:

Motion to open the Public Hearing was made by T. Rigney and seconded by S. Christensen. M. Verdibello went over the income, expenses, percentage increase and per capita increase for the proposed 2018-2019 budget. Mr. John Twohig stated it seemed the residents were getting away cheap.

Motion to close the Public Hearing was made by J. Dolan and seconded by S. Christensen at 7:14 PM.

Public Participation:

None

Speakers or Guests:

None.

Reading of the Minutes of the Previous Meeting:

J. Dolan made a **motion** to accept the March 13, 2018 meeting minutes as presented. Seconded by A. Farley and the motion carried.

On a **motion** by R. Lashua and seconded by S. Christensen, the following people were appointed as Election Inspectors for April 17, 2018: Janie Moore, Nancy Musacchio, Vicki Bluecher, Carmen Johnson, and Chris Mulia.

Treasurer's Report: See attached report.

The **motion** to accept the warrants and claims for vouchers # 1931 – 1971 for the month was made by J. Dolan and seconded by A. Farley. Motion carried. R. Lashua made a **motion** to accept the Financial Reports for March 2018 as presented. Seconded by T. Rigney and the motion carried. There were no budget transfers. R. Lashua made a **motion** to authorize P. Posner and S. Christensen to review and approve the warrants and claims twice a month so bills can get paid twice a month and late fees can be avoided. Seconded by D. Haynes and carried.

President's Report: see attached report.

Director's Report: see attached report.

Unfinished/Committee Reports:

Board Development:

R. Lashua and K. Twohig spoke and decided they would wait for a new director before pursuing this further.

Building Committee:

T. Rigney stated the Building Committee has not met, but he did meet with M. Verdibello and Bruce Pedersen on 3/30 to go over some building issues. His full report is attached to these minutes.

Finance Committee:

P. Posner submitted a written report, which is attached to these minutes.

Personnel/Nominating Committee:

S. Christensen reminded everyone that the vote is April 17th.

Planning:

J. Dolan stated they did not have a meeting. She is continuing to bring the library up to people in casual conversation and would like to see 9 – 10 people willing to attend a get together. They are aiming for a Tuesday evening or Saturday morning towards the end of April. K. Twohig stated they will need to discuss the Savoit at some point, but it doesn't require a committee meeting.

Friends:

The Friends have a \$26,000 fund balance and are looking for ways to help the library. M. Verdibello is working with staff on wish lists. A. Farley asked about a water source during teen functions. A. Verdibello will speak with program supervisors for suggestions and ideas.

Search Committee:

T. Rigney said the committee met on 3/30. There are five candidates on the list. The committee has finalized their first round questions for the interviews. They will use a written essay response in the second round of interviews. They are looking at late April dates for the first round to begin.

New Business:

M. Verdibello asked if the Board would like a staff member to attend the May meeting in her absence. K. Twohig stated the Board will aim for September to have Mid-Hudson Library System Trustees down for a visit. A. Farley asked if there could be some sort of hand wipes for the public computer systems. On a **motion** by T. Rigney and seconded by J. Dolan, the 2016-2017 Audit was accepted as submitted by the CPA firm.

Good and Welfare:

None.

Agenda for May 8, 2018 Board Meeting to start at 7:00 PM:

Adjournment:

S. Christensen made a **motion** to adjourn at 8:27 PM. Seconded by J. Dolan and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

Attachments

Motion to open the Public Hearing

Motion to close the Public Hearing

Motion to accept the minutes

Motion to approve the Election Inspectors

Motion to accept the Claims Audit Process

Motion to accept the Financial Reports

Motion to authorize P. Posner & S. Christensen to review/approve the claims audits twice monthly

Motion to accept the 2016-2017 audit