

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 10, 2019**

**Pledge of Allegiance**

**Call to Order:** Jan Dolan called the meeting to order at 7:03 PM.

**Roll Call of Members:**

Stacy Christensen, Jan Dolan, Arabella Drouillard,, Randy Lashua, Mark O'Malley, Thomas Rigney, Karen Twohig, and Director Kristen Salierno, *ex officio*. Diane Landau-Flayter and Kathleen Furfey were excused.

J. Dolan stated that K. Furfey had a death in the family and was unable to attend, but takes her responsibilities here very seriously.

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

**Public Participation:** None.

**Guest Speakers:** None.

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

The August 13, 2019 minutes were approved on a **motion** by T. Rigney and seconded by M. O'Malley. Motion carried.

**Financial Report:** See attached report.

T. Rigney made a **motion** to accept the Financial Reports for August, 2019 as presented. Seconded by R. Lashua and carried. The **motion** to accept the warrants and claims for vouchers #2742 - 2777 for the month was made by K. Twohig and seconded by S. Christensen. Motion carried.

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

After some discussion regarding the Committee agenda and the ability for Board members to attend as the public, it was decided to have the Policy Committee meet to see if there is a need for a second "Public Participation" portion at the end of the meeting. Stacy Christensen has turned in a letter of resignation effective 8/24/19. This was accepted on a **motion** by R. Lashua and seconded by T. Rigney. On a **motion** by S. Christensen and seconded by K. Twohig, M. O'Malley will be the new Chairman for the Finance Committee. On a **motion** by R. Lashua and seconded by T. Rigney, K. Twohig will temporarily service on the Board Development/Policy Committee. A. Drouillard made a **motion** to appoint someone to fill in the remainder of this fiscal year instead of holding a special election. Seconded by T. Rigney and carried. J. Dolan stated that the Personnel Committee will need to meet to discuss the procedure to fill this vacancy.

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

K. Salierno asked if there was a policy regarding use of the History Room and Community Room when they have not been reserved. T. Rigney stated there was a policy amendment when A. Raff was the director. K. Salierno will continue to look for it. Then it may need to go the Policy Committee for possible revision. K. Salierno also stated that there is a shortage of staff for

circulation and at least 2 positions are needed to be filled as soon as possible. Hours have been revamped to hopefully get more interest in these job listings.

### **Unfinished/Committee Reports:**

Board Development/Policy Committee: R. Lashua stated the committee has not met since the last meeting, but they will be scheduling a meeting soon to discuss the review of the Room Usage Policy, establish a procedure for setting up committee meetings for the committee chairs to follow, and re-doing the committee meeting agenda. She stated the Board Self-Evaluation is being worked on. She also handed out finalize copies of the Fund Balance Policy and Bug Policy to be put in the Trustee Manuals. The Trustee Annual Meeting will be on Friday, October 25 at 8:30 at the FDR Presidential Library. The cost is \$30.00 each, but the library has a budget for that. Please let the Director know if you plan to attend by October 15<sup>th</sup> so a check can be sent.

### **Building Committee:**

T. Rigney stated the committee met on 9/5/19 and the minutes are attached to this report.

### **Personnel/Nominating Committee:**

At 7:58 PM A. Drouillard made a **motion** to go into Executive Session to discuss a personnel issue. Seconded by S. Christensen and carried. At 8:35 PM A. Drouillard made a **motion** to end executive session and resume the regular meeting. Seconded by S. Christensen and carried. No actions were taken as a result of the executive session. At 8:36 PM, M. O'Malley was excused. A. Drouillard handed out new contact sheets for the Board. There was a wording revision required on the PT Staff Policy for vacation. On a **motion** by K. Twohig and seconded by T. Rigney the wording was changed from "for five days" to "the equivalent of scheduled hours per week".

### **Planning Committee: See Report**

K. Twohig stated there is an enclosed exercise for the Board to do regarding Board Values. The trustees completed the forms and gave them to K. Salierno to tally and present at the next Committee meeting. The format for the Report of Community was reviewed and some revisions were suggested. This will be reprinted and ready to be handed out at Spirit of Beacon Day.

### **Friends Liaison Report:**

A. Drouillard said she met with Marcia Frahman and Vicki Blucher. There is no financial report at this time.

### **New Business:**

There was discussion regarding the safety deposit box. No one knows what is in it, as it doesn't appear to have been opened for a very long time. On a **motion** by T. Rigney and seconded by A. Drouillard, the following people will have access to the box: Board President, Board Vice-President, Library Director, Office Manager, and the Recording Secretary. Any time the box is opened, there should be one Trustee and one employee. Motion carried. The Policy Committee will make a recommendation on a policy dealing with this after they meet.

J. Dolan stated there was a patron that put in a complaint about an art piece on display. She suggested the purchase or donation of a legal copy of the original to display near the diversified version. There was much discussion regarding this, and it was suggested that instead a copy be included in one of the programs done on the remembrance days so everyone can learn the history of the original picture.

**Good and Welfare:**

Stacy Christensen read her resignation letter to the Board. T. Rigney thanked her for her time and efforts here. Everyone expressed how much she would be missed and thanked her for making the financials more understandable.

J. Dolan reminded everyone that the next meeting would be on a Thursday.

**Agenda for October 10th, 2019 Meeting to start at 7:00 PM:**

**Adjournment:**

R. Lashua made a **motion** to adjourn at 9:05 PM. Seconded by S. Christensen and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

**MOTION** to accept the minutes

**MOTION** to accept the Warrants and Claims

**MOTION** to accept the Financial Report

**MOTION** to accept the letter of resignation from S. Christensen.

**MOTION** to appoint M. O'Malley as the new Chairman for the Finance Committee.

**MOTION** to appoint K. Twohig temporarily on the Board Development/Policy Committee.

**MOTION** to appoint someone to fill in the remainder of this fiscal year instead of holding a special election

**MOTION** to go into Executive Session to discuss a personnel issue

**MOTION** to end executive session and resume the regular meeting

**MOTION** to change the working from "for five days" to "the equivalent of scheduled hours per week"

**MOTION** to allow the following people will have access to the box: Board President, Board Vice-President, Library Director, Office Manager, and the Recording Secretary. Any time the box is opened, there should be one Trustee and one employee

Attachments

