

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
AUGUST 13, 2019**

**Pledge of Allegiance**

**Call to Order:** Jan Dolan called the meeting to order at 7:00 PM.

**Roll Call of Members:**

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

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

**Public Participation:** None.

**Guest Speakers:** None.

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

The July 9, 2019 minutes were approved on a **motion** by A. Drouillard and seconded by R. Lashua. Motion carried.

**Financial Report:** See attached report.

T. Rigney made a **motion** to accept the Financial Reports for July, 2019 as presented. Seconded by K. Twohig and carried. The **motion** to accept the warrants and claims for vouchers #2686 - 2741 for the month was made by K. Twohig and seconded by M. O'Malley. T. Rigney was recused from the discussion on the warrants due to a conflict. Motion carried. T. Rigney made a **motion** to authorize the budget amendments as proposed for June 30, 2019. Seconded by A. Drouillard and carried. K. Twohig made a **motion** to add new GL line 6350 Program Enhancements with a \$1,400.00 budget. Seconded by A. Drouillard and carried. M. O'Malley made a **motion** to transfer \$2,000 from 4244 Donations – Wee Play to 6320 – Children's Programs. Seconded by K. Twohig and carried. T. Rigney made a **motion** to transfer \$22,000 from line 7450 Security to 5000 Part Time Salaries. Seconded by M. O'Malley and carried.

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

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

**Unfinished/Committee Reports:**

Board Development/Policy Committee: Minutes from the committee are attached to these minutes. There was a lot of discussion regarding the need for Board self-evaluations. R. Lashua handed out a Disclosure statement to the Board members to read and bring back at the next meeting.

On a **motion** by T. Rigney and seconded by M. O'Malley, the Assigned Funds were reviewed and approved as presented. Motion carried. On a **motion** by R. Lashua and seconded by T. Rigney line 3964 – Assigned – Helen Savoit was reduced by \$1,000 for the fiscal year 2019-2020 for the educational grants from July 2019. Motion carried.

T. Rigney made a **motion** to change the wording on the Fund Balance Policy to Assigned instead of Committed. Seconded by K. Twohig and carried.

A. Drouillard made a **motion** to accept the Suspension of Library Privileges for Reasons of Health and Safety Policy be added to the Lending Rules policy. Seconded by T. Rigney and carried.

**Building Committee:**

T. Rigney reviewed the Facility Analysis – 2019. There are many issues that were discovered during this process and much discussion regarding possible options. The Director asked if she could meet with Rebekkah Smith Aldrich to discuss possible 1<sup>st</sup> steps for a new project. R. Lashua would like to get costs for all the repairs to be able to supply that to the public.

**Personnel/Nominating Committee:**

On a **motion** by K. Twohig and seconded by M. O'Malley, the Personnel Policy was amended, to be effective 1/1/2020. Motion carried. On a **motion** by T. Rigney and seconded by D. Flayter, the Library Director II Personnel Policy was amended, effective 1/1/2020. Motion carried.

**Planning Committee:**

K. Twohig stated the Community Conversations are completed and they need to compile all the information. They will meet with other groups that have done this also to move forward and figure out what issues the library may be able to assist with.

**Friends Liaison Report:** See report.

A. Drouillard said A. Herrera had asked Beacon Reads for something to use as an award for the Adult Reading Program and the bookstore gave her 10 gift certificates. M. Frahman has given A. Drouillard a history document on the Howland Public Library, which is very interesting.

**New Business:**

There was some discussion regarding some of the art displays, but no actions were taken.

**Good and Welfare:**

A. Drouillard will be going to India in October.

**Agenda for September 10<sup>th</sup>, 2019 Meeting to start at 7:00 PM:**

**Adjournment:**

R. Lashua made a **motion** to adjourn at 9:29 PM. Seconded by M. O'Malley 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 authorize the budget amendments as proposed for June 30, 2019.

**MOTION** to add new GL line 6350 Program Enhancements with a \$1,400.00 budget.

**MOTION** to transfer \$2,000 from 4244 Donations – Wee Play to 6320 – Children's Programs.

**MOTION** to transfer \$22,000 from line 7450 Security to 5000 Part Time Salaries

**MOTION** that the Assigned Funds were approved as presented

**MOTION** that line 3964 – Assigned – Helen Savoit was reduced by \$1,000 for the fiscal year 2019-2020 for the educational grants from July 2019

**MOTION** to change the wording on the Fund Balance Policy to Assigned instead of Committed.

**MOTION** to accept the Suspension of Library Privileges for Reasons of Health and Safety to the Lending Rules Policy

**MOTION** to amend the Personnel Policy, to be effective 1/1/2020.

**MOTION** to amend the Library Director II Personnel Policy effective 1/1/2020

Attachments