

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JANUARY 8, 2019**

Pledge of Allegiance

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

Roll Call of Members:

Stacy Christensen, Jan Dolan, Arabella Champaq Drouillard, Donna Haynes, Mark O'Malley, Thomas Rigney, Karen Twohig, and Director Kristen Salierno, *ex officio*. Randy Lashua and Prudence Posner were excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None

Guest Speakers: Brent Napoleon, CPA from Nugent & Haeussler, gave the review of the full financial report that was just completed for the 2017-2018 year. He reviewed the management letter as well as some recommendations for the Board moving forward. T. Rigney stated they need to review budget lines for overages more regularly as well as the program line, to ensure transfers are being done when needed.

Reading of the Minutes of the Previous Meeting:

The December 11, 2018 minutes were amended as follows: The motion to go into Executive Session was seconded by T. Rigney. The motion to return to the regular meeting was made by T. Rigney and seconded by R. Lashua. The motion regarding the benefits request was removed, as no one knew who made the motion. The motion to approve the proposed budget vote date was made by R. Lashua. The motion to adjourn was seconded by J. Dolan. **Motion** to accept the minutes as amended was made by J. Dolan and seconded by S. Christensen. Motion carried.

K. Salierno requested an amendment to the agenda. On a **motion** by T. Rigney and seconded by J. Dolan, the agenda was amended to add a "b. Howland Cultural Center" under New Business.

Treasurer's Report: See attached report.

The **motion** to accept the warrants and claims for vouchers #2366 - 2417 for the month was made by J. Dolan and seconded by T. Rigney. Motion carried. J. Dolan made a **motion** to accept the Financial Reports for December 2018 as presented. Seconded by A. Drouillard and carried.

President's Report: See attached report.

Director's Report: See attached report.

Director Salierno spoke with Ann Marie from the School District and there is an agreement in place regarding the tax payments. She will review it as soon as possible.

Unfinished/Committee Reports:

Board Development/Policy Committee: K. Twohig reviewed the responses from the self-evaluation. D. Haynes gave her opinion on the format. K. Twohig stated they would be looking for a different form for next year.

Building Committee:

T. Rigney stated that there was a leak in the ceiling. The roofer came back and re-caulked it. They will have to see if it withstands the next storm.

Finance Committee: See report.

It was presented during the Treasurer's Report section.

Personnel/Nominating Committee:

M. O'Malley made a **motion** to enter into executive session to discuss a personnel issue at 8:31 PM. Seconded by T. Rigney. At 8:41 PM. M. O'Malley made a **motion** to adjourn to the regular meeting. Seconded by J. Dolan. As a result of the executive session, A. Drouillard made a **motion** that the request from a past employee for additional benefits has been denied as per the recommendation of the attorney and a letter will be re-drafted and sent to inform the person of that decision. All were in favor and motion carried.

Planning Committee: No Report.

Friends Liaison Report: There is a NYLA webinar planned for February that looks interesting.

New Business:

The Board reviewed the budget schedule.

The Board discussed the letter sent from the Howland Cultural Center. The library will be honored by the Cultural Center during their 40th anniversary celebration. Those available will attend the event on May 15, 2019.

Good and Welfare:

There was nothing to share.

Agenda for February 12, 2019 Board Meeting to start at 7:00 PM:

Adjournment:

D. Haynes made a motion to adjourn at 8:49 PM. Seconded by A. Drouillard and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

MOTION to accept the minutes

MOTION to amend the agenda

MOTION to accept the Warrants and Claims

MOTION to accept the Financial Report

MOTION to enter and exit executive session

MOTION to deny a past employee request for additional benefits

Attachments