

**HOWLAND PUBLIC LIBRARY**  
**MINUTES OF THE RE-ORGANIZATION MEETING OF THE BOARD OF TRUSTEES**  
**July 9, 2019**

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

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

**Presentation of Savoit Scholarship:**

Director Salierno said the Savoit Scholarships were being given to two individuals, Maggie McGarry and Marisa Mourgues. Maggie was present to receive her certificate and award.

**RE-ORGANIZATION MEETING**

**SEAT ELECTED TRUSTEES:** Diane Landau-Flayter and Kathleen Furfey were administered the oath of office by Julie Beyer.

**ELECTION OF OFFICERS:**

Jan Dolan was nominated for President.

**MOTION** to elect **Jan Dolan** as President for 2018-2019.

MOTION: A. Drouillard                      SECONDED: T. Rigney                      Motion carried.

Mark O'Malley was nominated for Vice-President.

**MOTION** to elect **Mark O'Malley** as Vice President for 2018-2019.

MOTION: K. Twohig                      SECONDED: S. Christensen                      Motion carried.

Arabella Drouillard was nominated for Secretary.

**MOTION** to elect **Arabella Drouillard** as Secretary for 2018-2019.

MOTION: R. Lashua                      SECONDED: S. Christensen                      Motion carried.

**NEWSPAPER OF RECORD**

**MOTION** to designate the Poughkeepsie Journal as the newspaper of record for the Howland Public Library:

MOTION: M. O'Malley                      SECONDED: K. Twohig                      Motion carried.

**BANK SIGNATURE CARDS**

**MOTION** for M & T Bank as the bank of record for all accounts.

MOTION: T. Rigney                      SECONDED: S. Christensen                      Motion carried.

**MOTION** for Kristen Salierno, Jan Dolan, Mark O'Malley, and Peter McGivney to be the authorized check signers on the Payroll, Checking, and Savings accounts.

MOTION: T. Rigney                      SECONDED: R. Lashua                      Motion carried.

**SET COMMITTEES**

J. Dolan stated this would be done under President's Report.

## **CONTINUATION INTO THE REGULAR MEETING.**

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

**Public Participation:** None

**Guest Speakers:** None

K. Salierno asked that the agenda be amended to add "a: Record Retention Policy" under New Business. This was approved on a **motion** by M. O'Malley and seconded by A. Drouillard.

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

T. Rigney made a **motion** to accept the June 11<sup>th</sup>, 2019 meeting minutes, as circulated. Seconded by A. Drouillard and the motion carried.

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

S. Christensen gave the Financial Report for the month of June. The **motion** to accept the warrants and claims for vouchers #2638-2685 for the month was made by T. Rigney and seconded by A. Drouillard. Motion carried. A. Drouillard made a **motion** to accept the Financial Reports for June 2019 as presented. Seconded by R. Lashua and the motion carried. S. Christensen made a **motion** that was seconded by T. Rigney to approve the budget amendments as presented. Motion carried.

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

J. Dolan submitted the following appointments the following committee chairs:

Board Development & Policy Committee – Randy Lashua  
Building Committee – Tom Rigney  
Finance Committee – Stacey Christensen  
Personnel/Nominating/Election Committee – Arabella Drouillard  
Planning Committee – Karen Twohig  
Liason to the Friends – Arabella Drouillard

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

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

Board Development/Policy Committee:

R. Lashua stated they did the orientation for the new trustees. R. Lashua stated that Director Salierno stated there needs to be a bug policy in the material usage section added to the Lending Rules Policy. The Committee will meet to discuss this.

Building Committee:

T. Rigney said the committee will meet in the near future. They will be looking at the Building Assessment and the meeting may be set for the 16<sup>th</sup>. There is some cleanup being done in the Carpenter's Room.

Finance Committee:

Report is attached.

Personnel/Nominating Committee:

Based on the recommendation of the Executive Committee, the following motions were made to be revisions to the Personnel Policy, to be written into the final draft for presentation to the Board for final approval at the next meeting. There will be surrounding wording to specify all inclusions/exemptions: **Motion** by S. Christensen, seconded by R. Lashua that: One week vacation payout upon separation. Motion carried.

**Motion** by R. Lashua, seconded by M. O'Malley that: There will be 12 sick days for all employees, cumulative to 120 days, and 50% up to 30 days payout upon separation.

**Motion** by S. Christensen, seconded by R. Lashua to change wording in Director's evaluation to read: Director must give written self-evaluation to Executive Committee no later than December 1<sup>st</sup>. Director

meets with Executive Committee to discuss evaluation. Report is then discussed at Board meeting with entire Board.

**Motion** by K. Twohig, seconded by T. Rigney that: Director is given comp time (straight time) if over 40 hours. Director is not entitled to any accumulated comp hours upon separation.

**Motion** by S. Christensen, seconded by K. Twohig that: Director will have the same sick time as f/t staff – 12 sick and 120 days cumulative, 50% payout upon separation up to 30 days.

**Motion** by A. Drouillard, seconded by T. Rigney that: Director shall have the same holidays as F/T staff and 25 days of vacation after 10 years.

**Motion** by T. Rigney, seconded by S. Christensen that there are currently 3 extra days called “floating holidays” and will now be called “floating comp days”. They will be grandfathered in to everyone on staff now, but they will be removed for anyone hired going forward. A. Drouillard abstained. All others voted aye. Motion carried.

**Motion** to move forward and put these recommendations into the final draft was made by T. Rigney and seconded by R. Lashua.

Planning Committee:

K. Twohig stated the last Community Conversation was June 22. Only July 24 there will be a joint meeting at MHLS to meet with all the other groups who have been doing this also.

Friends Liaison Report:

See attached report. A. Drouillard stated the Friends have received approximately \$600.00 from their fundraising letter.

### **New Business:**

Retention & Disposition of records:

T. Rigney made a **motion** to change the Retention & Disposition of Records Policy to read that the library will follow the MI-1 and Sarbanes-Oxley Checklist, not the MU-1 Schedule. Seconded by M. O’Malley and carried.

### **Good and Welfare:**

T. Rigney thanked K. Twohig for the fine job she did as President and stated he looks forward to working with J. Dolan in the future.

### **Agenda for August 13 Board Meeting to start at 7:00 PM:**

### **Adjournment:**

S. Christensen made a motion to adjourn at 8:52 PM. Seconded by R. Lashua and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

**MOTION** for Jan Dolan as President for 2019-2020.

**MOTION** for Mark O’Malley as Vice President for 2019-2020.

**MOTION** for Arabella Champaq Drouillard for Secretary for 2019-2020.

**MOTION** for the Poughkeepsie Journal to be the newspaper of record.

**MOTION** for M & T Bank as the bank of record for all accounts.

**MOTION** for Kristen Salierno, Jan Dolan, Mark O’Malley, and Peter McGivney to be the authorized check signers on the Payroll, Checking, and Savings accounts.

**MOTION** to amend the agenda

**MOTION** to accept the minutes

**MOTION** to accept the Claims Audit Process

**MOTION** to accept the Financial Report

**MOTION** to accept the Budget Transfers

**MOTIONS** for the following Personnel Policy Changes:

BOT Mtg. Min., July 09, 2019

**MOTION** That: One week vacation payout upon separation.

There will be 12 sick days for all employees, cumulative to 120 days, and 50% payout upon separation up to 30 days. .

Change wording in Director's evaluation to read: Director must give written self-evaluation to Executive Committee no later than December 1<sup>st</sup>. Director meets with Executive Committee to discuss evaluation. Report is then discussed at Board meeting with entire Board.

Director is given comp time (straight time) if over 40 hours. Director is not entitled to any accumulated comp hours upon separation.

Director will have the same sick time as f/t staff – 12 sick and 120 days cumulative, 50% payout upon separation with a copy up to 30 days.

Director shall have the same holidays as F/T staff and 25 days of vacation after 10 years.

There are currently 3 extra days called "floating holidays" and will now be called "floating comp days". They will be grandfathered in to everyone on staff now, but they will be removed for anyone hired going forward. A. Drouillard abstained. All others voted aye. Motion carried.

**MOTION** to move forward and put these recommendations into the final draft

**MOTION** to change the Retention & Disposition of Records Policy to read that the library will follow the

MI-1 and Sarbanes-Oxley Checklist

**MOTION** to adjourn

Attachments