

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JANUARY 14, 2020**

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, Kathleen Furfey, Randy Lashua, Darlene Resling, Thomas Rigney, Karen Twohig, and Director Kristen Salierno, *ex officio* and Recording Secretary Beyer.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: Brent Napoleon, the library CPA from Nugent & Haeussler, PC presented his findings from the 2018-2019 fiscal year audit. He reviewed the report with the Board and answered all questions they had.

Reading of the Minutes of the Previous Meeting:

The December 10, 2019 minutes were approved on a **motion** by T. Rigney and seconded by K. Twohig. Motion carried.

Financial Report: See attached report.

T. Rigney made a **motion** to accept the Financial Reports for December, 2019 as presented. Seconded by D. Resling and carried. The **motion** to accept the warrants and claims for vouchers #2903 - 2954 for the month was made by K. Twohig and seconded by A. Drouillard. Motion carried. There were no budget amendments or transfers at this time.

President's Report: See attached report.

Director's Report: See attached report.

Unfinished/Committee Reports:

Board Development/Policy Committee: R. Lashua stated there was not a meeting, but one will be scheduled.

Building Committee: See Report

T. Rigney reviewed the proposed work by D. Silvestri. A. Drouillard made a **motion** to hire D. Silvestri to do the work on the HVAC system as proposed. Seconded by R. Lashua and carried.

Personnel/Nominating Committee: C Report

A. Drouillard made a **motion** to enter into executive session at 8:00 PM to discuss an employee evaluation. Seconded by T. Rigney and carried. Director Salierno left the room. She was asked to rejoin the room at 8:19 PM. At 8:35 PM T. Rigney made a **motion** to adjourn the executive session and resume the regular meeting. Seconded by R. Lashua and carried. K. Twohig made a **motion** to offer the Director a 3% raise, beginning with the new fiscal year on 7/1/2020. Seconded by T. Rigney and carried.

Planning Committee: See Report

K. Twohig stated there was no report at this time.

Friends Liaison Report:

A. Drouillard stated she did not have a financial report at this time, but would be meeting with Marcia Frahman and Vicki Blucher to discuss the Memorandum of Understanding.

New Business:

A. Drouillard made a **motion** to set the budget/trustee vote for April 30, 2020. Seconded by K. Twohig and carried. T. Rigney made a **motion** to allow the Library to exceed the 2% tax cap. Seconded by K. Twohig. J. Dolan polled the Board:

A. Drouillard – aye
D. Landau-Flayter – aye
K. Furfey – aye
R. Lashua – aye
D. Resling – aye
T. Rigney – aye
K. Twohig – aye
J. Dolan – aye
Motion carried.

Good and Welfare:

Arabella Drouillard stated her son has been clean and sober for two years. T. Rigney stated he is looking forward to another good year with the Board.

Agenda for February 11th, 2020 Meeting to start at 7:00 PM:

Adjournment:

K. Furfey made a **motion** to adjourn at 9:05 PM. Seconded by D. Resling 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 proposal from D. Silvestri for the HVAC repairs

MOTION to enter into executive session

MOTION to adjourn executive session and resume the meeting

MOTION to offer the Director a 3% increase effective 7/1/2020

MOTION to set the budget/trustee vote for April 30, 2020

MOTION to exceed the tax cap

Attachments