

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OCTOBER 13, 2020**

Pledge of Allegiance

Call to Order: Jan Dolan called the meeting to order at 7:02 PM.

Roll Call of Members:

Jessica Conway, Jan Dolan, Diane Landau-Flayter, Kathleen Furfey, Darlene Resling, Thomas Rigney, Karen Twohig, Sean Twohig, Director Kristen Salierno, *ex officio* and Recording Secretary Julie Beyer. Arabella Drouillard was excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

The September 8, 2020 minutes were approved on a **motion** by K. Furfey and seconded by D. Landau-Flayter, as amended. Motion carried.

Financial Report: See attached report.

D. Resling made a **motion** to accept the Financial Reports for September, 2020 as presented. Seconded by T. Rigney and carried. The **motion** to accept the warrants and claims for vouchers numbered 3223- 3254 for the month was made by J. Conway and seconded by K. Twohig. There were no budget transfers or amendments at this time.

President's Report: See attached report.

Director's Report: See attached report.

On a **motion** by K. Twohig and seconded by D. Landau-Flayter, MaryAnn Nicastro was hired for the part-time security position. On a **motion** by K. Furfey and seconded by D. Resling Erika DeHaas has been hired as the Youth Services Department Library Aide. As some vacancies have not been filled, some of the salary funds will be moved so Hoopla can be added to services provided by the library. Next year when the contracts for Indieflix and Freegal are over they will be cancelled, and those funds will be added to the Hoopla account. Trustee Conway asked about if the library is charged for each time an e-subscription is used. Director Salierno stated some are from central library funds, some are not billed, and some are billed per use.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated they have not met this month. There is an October 21st webinar on core library values and ethics that is extremely helpful. All trustees should try to see it. There is also a six-part webinar that Mid-Hudson Library System sent out a letter about. October 23 will be a membership meeting. They have been reviewing the new minimum standards as they are changing to become more relevant to communities. This is something that will have to be done every five years. These standards have to be presented in a uniform format and available to the public for review. The Committee will be meeting monthly with the first meeting on October 21

and the next on December 16, both at 10:30 AM to start reviewing policies and making a list of the ones that need to be revised.

Building Committee:

T. Rigney stated they have not convened but will meet soon to review the goals they had prior to the quarantine. There was a minor flood in the basement and Bruce Pedersen is looking into why it happened. A squirrel got into the library thru the ceiling tiles and set off the alarm, but he has been vacated from the premises. After the annual maintenance on the HVAC units, it was again pointed out that one of the units is very old and they can not get parts anymore. One unit is not functional, and Dan Silvestri is looking on websites to find possible parts for it. One unit is fine for now but will probably need help after the winter. He hopes to schedule a building tour as well as a meeting in the near future.

Personnel/Nominating Committee:

A. Drouillard was not present, but there was no meeting held since the last Board meeting.

Planning Committee:

K. Twohig said they did decorate the window for Spirit of Beacon Day and it went well.

Friends Liaison Report:

See report as attached. Director Salierno stated for the record that she did not think a statue in the front garden area was a good idea. The liaison should explain that to the Friends. The Board did appreciate their offer, but the teens usually take care of planting something in that area. If the Friends would like to put in some plants for now, the library staff can take care of watering them.

New Business:

Director Salierno wanted the Board to consider closing on the Friday after Thanksgiving in case people had family gatherings for the holidays, this would give them four full days to make sure they are all healthy before returning to work. There is not usually a lot of people in the library that day. K. Twohig asked if there was a plan to reopen on weekends yet. T. Rigney suggested looking back at the original closing plan to see exactly why weekends were chosen to be closed.

Director Salierno explained that going by the new minimum standards, the library is not in compliance, but they have until 2022 to be in full compliance. The main sections to be worked on are #3, #8, and #11. The staff has to have some technology training. The virtual programs are not being counted as far as the Director knows, but they are all still waiting for more solid answers. J. Conway stated it seems to be very community centric. She said some kind of feed back loops would be great.

Good and Welfare:

The Director asked to have the secretary send out cards from the Board for the two staff members who had losses. She also said it is Friends Week, so A. Drouillard will be sending thank you notes to all the Friends and volunteers. J. Conway said it seemed like people are excited for the future Library of Things. The Director said she is still trying to figure out where to get the things from. J. Beyer said she has a new granddaughter.

Agenda for November 10, 2020 Meeting to start at 7:00 PM:

Adjournment:

T. Rigney made a **motion** to adjourn at 7:58 PM. Seconded by D. Landau-Flayter and

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 hire MaryAnn Nicastro for the part-time security position.

MOTION to hire Erika DeHaas has been hired as the Youth Services Department Library Aide

Attachments