

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 10, 2020**

**Pledge of Allegiance**

**Call to Order:** Jan Dolan called the meeting to order at 7:06 PM.

**Roll Call of Members:**

Jan Dolan, Arabella Drouillard, Diane Landau-Flayter, Kathleen Furfey, Darlene Resling, Thomas Rigney, Karen Twohig, Sean Twohig, Director Kristen Salierno, *ex officio* and Recording Secretary Julie Beyer. Jessica Conway 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 October 13, 2020 minutes were approved on a **motion** by A. Drouillard and seconded by K. Furfey. Motion carried.

**Financial Report:** See attached report.

K. Twohig made a **motion** to accept the Financial Reports for October, 2020 as presented. Seconded by T. Rigney and carried. The **motion** to accept the warrants and claims for vouchers numbered 3255 - 3292 for the month was made by D. Landau-Flayter and seconded by K. Furfey. Motion carried. The budget transfer for decreasing the Salaries Part-Time line and increasing the In-House Databases line by \$3,000.00 was approved on a **motion** by D. Landau-Flayter and seconded by S. Twohig. Motion carried.

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

J. Dolan stated the Policy Committee will be very busy moving forward and she thanked the committee for their commitment. She also recommended that all the trustees watch the "Core Values and Ethics" online that was offered by Mid-Hudson Library System. She also stated she appreciates the way the Director handled the possible COVID exposure.

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

T. Rigney made a **motion** to approve the appointment of Michelle Rivas to the position of full time Librarian Trainee. Seconded by D. Resling and carried.

T. Rigney asked if there were any restrictions on how materials are distributed with Hoopla and Director Salierno stated it is very flexible. The library can limit the uses per month per card, the maximum amount spent or the maximum uses in total. They will have access to everything offered, but only have to pay for what is used. They are not allowing the more expensive uses like the comics that are \$3.00 per use. T. Rigney asked if there was a warning system if they were approaching the limit and Director Salierno said she believed there was. D. Resling asked if there were directions to use it and the Director will send them out. A. Drouillard asked if this was in place of the e-books and Director Salierno said no, it is in addition to it. They will be ending Freegal and Indieflix when those subscriptions are over. T. Rigney asked if Freegal wasn't being used and the Director said it is being used by 12 patrons and it's not cost effective at \$3,000.00.

Director Salierno stated the NYLA Conference was very informative and there was a lot of things that she will be able to use now and some things to be saved for future use. D. Resling stated it is nice to see someone attend a conference and come back with so much energy. The Library of Things survey is due back the 15<sup>th</sup>. The committee has been formed and is Director Salierno, A. Herrero, M. Rivas, B. Andujar, and E. Lee. J. Dolan stated it is nice to see such positive excitement.

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

#### **Board Development/Policy Committee:**

K. Furfey stated the six part series on Advocacy Fundamentals given by NYLA is worth the time to listen to. The Financial and Fiduciary Workshop being given by Mid-Hudson Library System is also very good. The Board members will be getting their self-evaluations soon. The committee met on October 21<sup>st</sup> to start addressing the policy reviews. They will continue to meet regularly to continue this. Their next meeting is December 16<sup>th</sup> at 10:30. A. Drouillard asked what PPLD was in her written report. Director Salierno stated it was Poughkeepsie Public Library District. The committee is also reviewing other libraries policies to see their wording.

#### **Building Committee:**

T. Rigney stated they have not convened but will meet soon. He would like to meet at the building to do a tour with the new trustees, but if that doesn't work they will do a Gotomeeting. Silvestri was able to find the parts for the old HVAC unit and it is now working. D. Resling asked if they should be taking pictures of the basement and HVAC unit to show the public as they work towards a new building. T. Rigney stated they need to formulate a more distinct vision and how to address the building's needs before they do that. Director Salierno stated the architect from last year's NYLA conference said to take pictures of ways the library is not meeting the communities needs.

#### **Personnel/Nominating Committee:**

A. Drouillard stated they have not met.

#### **Planning Committee:**

K. Twohig said have not met. They may need to work with the finance committee and the building committee moving forward.

#### **Friends Liaison Report:**

A. Drouillard stated Marcia Frahman stated the bookstore raised \$1,400.00 last month. She commended the volunteers on doing so well during such a difficult time. She did send all the volunteers thank you notes from the Board for Friends Week. J. Dolan stated one volunteer named Chris said she did get the note and appreciated it.

### **New Business:**

Director Salierno stated that unless the Board was against it, she was going to keep the library closed the day after Thanksgiving. Staff will be working from home for the day. She feels this is the safest thing to do. A. Drouillard applauded her decision.

Director Salierno stated there will be no holiday party this year and she is unable to do something virtually.

A staff member's father passed away and the family is trying to sell his office furniture. They are willing to sell it to the library at a great price. The director explained that in an effort to be fully transparent the Board needs to know the money will be going to the mother of a staff member, or to the estate of the father. It would be for a desk, one or possibly two chairs and a cooler, which is brand new and like the one the library currently pays monthly rental on. It would also

include delivery for around \$450.00 total. T. Rigney asked if there is a clear need for these items and if the library would be doing this in the most affordable way. Director Salierno stated the desk would go in the office shared with A. Herrero. That space has a very small desk with three small drawers, and this would be a major improvement. J. Dolan stated she appreciates the Director's opinion. A. Drouillard made a **motion** that in finding no grave conflict of interest, the Board of Trustees give permission to purchase furniture from the estate of Thomas Damewood. Seconded by T. Rigney and carried.

D. Landau-Flayter made a **motion** to allow the Director to roll over 40 hours of vacation time to 2021. Seconded by D. Resling and carried.

Arabella Drouillard stated that she will be resigning from the Board of Trustees, effective December 31, 2020, if that is ok with the Board. It was a difficult decision to make and she appreciates her time on the Board. All the members thanked her for her time and efforts. T. Rigney stated, with regret, he made a **motion** to accept the letter of resignation from A. Drouillard, effective 12/31/2020. Seconded by D. Landau-Flayter and carried. J. Dolan stated A. Drouillard is a hard worker and will be hard to replace.

### **Good and Welfare:**

Director Salierno personally thanked A. Drouillard. Her participation on committees has been professional and helpful and it will be very difficult to replace her. She also said she was contacted by Sam Anderson, a Beacon resident who said he works for the NY Times. He asked if he could help in any way with a new building. He did have knowledge of the referendum from 2005. She asked if anyone knew him. D. Landau-Flayter stated that Beacon has been getting some very positive press from the NY Times lately.

T. Rigney wished everyone a Happy Thanksgiving and hopes all stay healthy.

### **Agenda for December 8, 2020 Meeting to start at 7:00 PM:**

### **Adjournment:**

D. Landau-Flayter made a **motion** to adjourn at 8:15 PM. Seconded by K. Furfey 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 transfer \$3,000 from the Salaries Part-Time line and increasing the In-House Databases line by the same

**MOTION** to approve the appointment of Michelle Rivas to the position of full time Librarian Trainee

**MOTION** to purchase furniture from the estate of Thomas Damewood

**MOTION** to allow the Director to roll over 40 hours of vacation time to 2021

**MOTION** to accept the letter of resignation from A. Drouillard, effective 12/31/2020

Attachments