

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
December 8, 2020**

Pledge of Allegiance: None (virtual meeting)

Call to Order: Jan Dolan called the meeting to order at 7:04 PM.

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

Motion to approve the minutes of the November 10, 2020 BOT meeting was offered by K. Twohig and seconded by K. Furley. Motion carried.

Financial Report: See attached report.

D. Resling made a **motion** to accept the Financial Reports for November, 2020 as presented. Seconded by J. Conway. Discussion:

*Account 6070, reference, is under budget. Is this a result of underutilization? K. Salierno is looking into utilization of current materials, and the possibility of updating reference materials.

*Account 6150, museum passes is over budget. K. Salierno stated that Friends of HPL have historically paid for some museum passes, but did not do so this year as they contributed so much (\$14,000) to the replacement of outdated computer equipment. Museum passes are underutilized secondary to restrictions of the pandemic.

*Account 6310, Adult Programs is under budget. K.Salierno reports this is due to reduced costs of virtual programming.

Motion carried.

The **motion** to accept the warrants and claims for vouchers # 3293-3321 for the month was made by T. Rigney and seconded by D. Landau-Flayter. Motion carried.

There were no budget amendments or transfers at this time.

President's Report: See attached report.

J. Dolan suggests all committees meet on line or in person to begin to plan for the new year.

She requests that we share HPL specific posts on social media, and that we continue to speak with friends about HPL services.

Director's Report: See attached report.

*HOOPLA first report showed it was accessed 68 times. Fifteen graphic novels were checked out. Cost for these items was app \$100.

*NY State Annual Report, of concern is a changing definition of what constitutes public service, thus impacting the definition of minimum standards. For example, does curbside service during pandemic count as minimum standard? Live virtual programs do, but pre-recorded public program do not...K.Salierno is investigating.

* State mandated Pandemic Response Plan is due April 2021. K.Salierno is planning to begin working on this plan shortly.

* Library of Things. We reviewed a list of requested items (attached). T.Rigney asked about liability indemnification. K.Salierno has said that our attorney will review the waiver, and we won't be lending hazardous equipment, like chainsaws for example. J.Dolan asked where the Library Of Things things will be stored. K.Salierno said she and the Library Of Things Committee are considering several options. Due to numerous factors, the projected rollout date of January 1 will be rolled back.

*Open Meeting Law is extended until January 1, 2021.

*NYState mandates paid sick leave for certain non-full time employees. Legal counsel opined HPL is exempt, however all of the HPL staff who work 12 hours a week already receive sick time.

*HPL has received a \$1000 donation from a community couple. K.Salierno wrote them a thank-you, and the board agreed that A Champaq Droullard, BOT Secretary, will write a thank you for the Board.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furley, chair, commented on the new BOT Self-Evaluation form. Most of the trustees have already returned their evaluation.

She suggests we pay attention to the NYLA and MHLS workshop calendars as the content is really stellar.

Next meeting of this committee is December 16, 2020 at 10:30 am.

Building Committee:

There was a lengthy meeting December 4 of this committee, wherein Bruce Pedersen took members and other trustees on a tour of the physical plant. T.Rigney reviewed the Building Systems Analysis conducted in 2018. In brief, our HVAC systems (3 total...a ten ton system and two 3 ton systems) are all 18-25 years old. Their life expectancy is 15-20 years.

Roof is approaching the end of its life span.

Ceiling tiles throughout the building are not fire retardant.

Historically, the approach to maintenance has been to patch and repair. Q: is patchwork the most effective, safe, and economical approach? In 2005, an appeal was made to the community to replace the building. This was rejected by the community and resulted in community veto of the library budget for an additional 3 years.

K.Salierno is doing research with other communities who have championed a new library, and with an architect who has skill in positioning such a venture to the public.

J.Dolan suggest that the BOT build up the library in our interactions in public and virtual media. She believes there is a movement for more community based activities.

T.Rigney suggests the formation of an ad hoc Committee to refine and disseminate our plan once it is determined.

D.Resling Ask for clarification on "Turning Outward" J.Dolan and K.Twohig explain how HPL conducted a series of Community Conversations in 2018.

K.Salierno, stated that was a community needs conversation. For a new library project we will need community engagement that is HPL focused.

Finance Committee:

D.Landau-Flayter stated Account 4030, Beacon District/ Pilot Payments, K.Salierno has contacted the School District. Funds owed to the HPL for years 2018 and 2019 have been paid. 2020 pilot funds will be paid in Spring 2021.

K.Salierno will present an informal budget poll to BOT members, with questions such as, Is it important that we stay within the tax cap? The feedback will help her to develop the 2021-2022 budget.

Personnel/Nominating Committee:

Did not meet.

Planning Committee:

Next meeting will be between the holidays at the end of the year.

Friends Liaison

According to M.Frahman, the Friends shop has stocked some handmade holiday cards and baseball caps with Beacon Reads logo.

J.Dolan reports that she will be the new Friends liaison to the Board.

New Business:

K.Salierno presented the new HPL Library Safety & Phased Reopening Plan, and MicroCluster Zone Plan (attached). She stated the following caveats to these plans

1. HPL must have enough healthy staff to maintain services at the designated level
2. If surrounding libraries (Newburgh, Fishkill, etc) are at a more severe level than HPL (red to our yellow, for example), we could reasonably expect higher utilization of HPL facility and services, so HPL may mirror the level of other local libraries.

Motion to accept the MicroCluster Zone Plan was made by D.Landau-Flayter, and seconded by T.Rigney. Motion Carried.

K.Salierno. The HPL audit is nearly complete. The BOT would like to invite the auditor to present the findings to the Board, with a 15 minute suggested time cap.

Motion to accept renewal of the MHLS IT contract by T.Rigney and seconded by K.Twohig. K.Salierno said that the IT contract has worked out very well, the team is responsive and courteous, and the services are provided by technicians who understand the needs of libraries, at a fraction of the cost of our previous service. Motion carried.

J.Dolan has appointed K.Twohig BOT Secretary. **Motion** to approve her appointment by D.Landau-Flayter and seconded by T.Rigney. Motion carried.

Good and Welfare:

A few board members thanked A.Champaq Drouillard for her service, and she, in turn, thanked the trustees for their collegiality and professionalism.

K.Twohig wished everyone a pleasant holiday, with echoes from the rest of the Board.

Adjournment:

D.Landau-Flayter made a **motion** to adjourn at 8:52 PM. Seconded by S.Twohig. Motion carried.

Respectfully submitted,

Arabella Champaq-Drouillard, Secretary

MOTION to accept the minutes

MOTION to accept the Warrants and Claims

MOTION to accept the Financial Report

MOTION to accept the MicroCluster Zone Plan

MOTION to accept the IT Contract with MHLS.

MOTION to accept appointment of K.Twohig as BOT Secretary.

MOTION to adjourn