

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JUNE 9, 2020**

Pledge of Allegiance

Call to Order: Jan Dolan called the meeting to order at 7:05 PM.

Roll Call of Members:

Via Video Conference: Jan Dolan, Arabella Drouillard, Diane Landau-Flayter, Kathleen Furfey, Darlene Resling, Thomas Rigney, Karen Twohig, and Director Kristen Salierno, *ex officio* and Recording Secretary Julie Beyer.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

The May 12, 2020 minutes were approved on a **motion** by T. Rigney and seconded by A. Drouillard. Motion carried. The June 4, 2020 emergency meeting minutes were approved on a **motion** by D. Landau-Flayter and seconded by K. Twohig. Motion carried.

Financial Report: See attached report.

D. Resling made a **motion** to accept the Financial Reports for May, 2020 as presented. Seconded by K. Furfey and carried. The **motion** to accept the warrants and claims for vouchers numbered 3077- 3106 for the month was made by A. Drouillard and seconded by D. Landau-Flayter. There was some discussion regarding the weeding of periodicals and Director Salierno stated it was done recently. Motion carried.

President's Report: See attached report.

Director's Report: See attached report.

J. Dolan thanked Director Salierno for all her work on the re-opening plan and phases.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated they did have a meeting to discuss the policy required for the COVID-19 issues and it was approved at the emergency meeting. She stated Mid-Hudson has done a wonderful job with webinar presentations. After the elections the committee will need to meet with the new trustees for orientation. They will have to see if it can be done in person, or online.

Building Committee:

T. Rigney stated they have not convened but will meet after the opening to make sure everything is going well.

Personnel/Nominating Committee: see Report

A. Drouillard stated they have not had a meeting. At the Director's request she did get bio's from the candidates and got them posted.

Planning Committee:

K. Twohig said there were discussions with the Director and staff, and she made a recommendation for one of the graduating seniors, Roswell Wendel, for the Savoit educational award. T. Rigney stated he has known Roswell for a long time, and he is a wonderful young man. On a **motion** by T. Rigney and seconded by D. Resling, Roswell Wendell will be the Savoit recipient for this year. K. Twohig and Director Salierno will discuss how to get this to him.

Friends Liaison Report:

A. Drouillard stated there is no financial report at this time. She has been in contact with Marcia. They will be opening the bookstore in two weeks. There was some discussion as to whether there will any issues with them opening, but they are a 501(c)3. Director Salierno will contact them and offer them the retail guidelines for NY Forward and see if they need masks or anything. A. Drouillard stated they do not have a signed MOU at this point, but they have all agreed upon the language for it.

New Business:

K. Salierno stated the 990 Tax Form is done and needs to be signed. On a **motion** by T. Rigney and seconded by D. Landau-Flayter, the Board accepted, approved, and authorized the President to sign the 990 form once it is verified to be on the correct year's paperwork.

The insurance company has gotten back to the Director with their approval for the Safety Plan. They said it was very inclusive, so the library is set to open at Tier B tomorrow. The website will have an order form and when people show up at their chosen time, they will call in and staff will bring their choices to the pickup area.

Director Salierno made a correction on her statement from the emergency meeting. The library does have an occupancy count for the building. It's 83 so they will be keeping it at 40 going forward for now. They do not have an occupancy count specific to the Community Room.

There has been an Executive Order allowing an extension of school district and school district library election. The in person drop off was still due by 5:00 PM today but mailed in votes have until June 16th to be received. Hopefully, the library will get the results soon after that. T. Rigney thanked the Director for all her work on that issue. He stated at the emergency meeting they spoke about paying the school district for their portion of the election expenses. Director Salierno stated she had not yet asked the attorney about that. Secretary Beyer stated that the school should not have incurred any additional costs due to the library combining their vote unless it required an additional page in the ballot. The Director said she could ask someone at the school district if they think the library needs to contribute. It was decided to hold out to see if the school district requests any funds.

Director Salierno has heard back from Lauren Coupe regarding the form for the 990 and it is on the correct form and ready to be signed.

Good and Welfare:

A. Drouillard apologized for missing the emergency meeting, but listened to the recording and is all caught up.

Agenda for July 14, 2020 Meeting to start at 7:00 PM:

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 7:57 PM. Seconded by D. Resling 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 name Roswell Wendell will be the Savoit recipient for this year

MOTION to accept, approve, and authorized the President to sign the 990 form

Attachments