

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
AUGUST 11, 2020**

**Pledge of Allegiance**

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

**Roll Call of Members:**

Via Video Conference: Jessica Conway, 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.

**Votes:** All votes were unanimous, unless otherwise noted.

**Public Participation:** None.

**Guest Speakers:** None.

**Reading of the Minutes of the Previous Meeting:**

The July 14, 2020 minutes were approved on a **motion** by D. Landau-Flayter and seconded by K. Furfey, with the addition of Darlene Resling to the roll call of members and as a newly seated trustee. Motion carried.

**Financial Report:** See attached report.

K. Twohig made a **motion** to accept the Financial Reports for July, 2020 as presented. Seconded by D. Resling and carried. The **motion** to accept the warrants and claims for vouchers numbered 3107- 3189 for the month was made by T. Rigney and seconded by A. Drouillard. A. Drouillard made a **motion** to approve the budget amendment for \$14,000 be made due to the Friends Donation. Seconded by D. Landau-Flayter and carried. On a **motion** by T. Rigney and seconded by J. Conway, the claims and warrants for vouchers numbered 2986 – 3006 and 3107 – 3117 were approved. Motion carried.

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

J. Dolan suggested that committees schedule meetings, especially if they have new committee members now that the new year has started.

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

K. Salierno stated that she got a call from Mid-Hudson IT department and the new computers are in, but will all need to be hand programmed, so the placement date will probably be later than the original August target date. She will also be doing additional research on Hoopla and the cost to see if it can be capped after a certain expense has been incurred. D. Resling asked if it would give a breakdown of uses and K. Salierno said the other products currently being used do, so it seems they should also, but she will look into that aspect as well. S. Twohig asked why the Library Assistant position will not be filled right away and she said there are other more pressing positions to be filled first.

**Unfinished/Committee Reports:**

Board Development/Policy Committee:

K. Furfey stated they have not met this month. She did do a webinar on committees. The Trustee Briefing regarding COVID-19 that was scheduled for tomorrow has been changed to August 22. She stated Mid-Hudson has four webinar presentations for trustees.

**Building Committee:**

T. Rigney stated they have not convened but will meet soon to review the goals they had prior to the quarantine. Last month's roof leak was repaired as well as a minor front door repair and some emergency exit lights having batteries replaced. The preliminary security camera work has been started. He does hope to have a meeting within the next few weeks.

**Finance Committee:**

D. Landau-Flayter stated the committee should meet in the near future to determine what to do with the fund balance.

**Personnel/Nominating Committee:**

A. Drouillard stated they have not had a meeting.

**Planning Committee:**

K. Twohig said they did not meet, but will plan a meeting in the near future.

**Friends Liaison Report:**

A. Drouillard stated there is no financial report at this time. They did successfully execute the Memorandum of Understanding.

**New Business:**

K. Salierno stated the Bylaws for the Building Committee stated that there will be two trustees and Facilities Manager, Bruce Pederson, who will have a vote. As of now there are three trustees on the committee. J. Dolan stated this was done the same way last year and it needs to be corrected. K. Twohig had suggested that B. Pederson stay on the committee as ex officio and there be three trustees. On a **motion** by T. Rigney and seconded by J. Conway, this proposal was accepted as a change to the bylaws for the Building Committee. Motion carried.

K. Salierno stated that every year after the Library election, a letter is sent to the school district to inform them of the amount to be collected for the Library. Even though the school district held the election for the Library this year, she felt the letter should still be sent to verify the correct amount to be collected. On a **motion** by K. Twohig and seconded by A. Drouillard, this letter was approved to be signed by the President and sent. Motion carried.

K. Salierno stated that this year the Spirit of Beacon Day will be done as a car parade and they are asking for people to decorate their windows or stand on their patios and wave. She is unable to organize this undertaking this year and asked if it was something the Board would like to handle. K. Twohig stated that this could be something the Planning Committee could work on as it isn't until the end of September. T. Rigney stated he would help in any way possible. He feels it is important for the Library to have a presence.

**Good and Welfare:**

J. Conway stated she reached out to Rajene Hardeman to participate in the Taskforce for Equity and Inclusion. R. Hardeman told her this was a good board and she enjoyed her time here.

K. Salierno asked if someone from the Board would like to reach out to the Muslim community to find out if having a meeting on the first day of Ramadan was a conflict and K. Twohig stated since this is not until April, this can wait.

J. Dolan's computer battery died and she was cut off from the meeting. In her absence T. Rigney asked if there were any other comments and there were none.

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

**Adjournment:**

A. Drouillard made a **motion** to adjourn at 7:58 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 approve the budget amendment for \$14,000 be made due to the Friends Donation.

**MOTION** to approve the claims and warrants for vouchers numbered 2986-3006 and 3107-3117

**MOTION** to accept the change to the bylaws for the Building Committee

**MOTION** to approve a letter to the school district for the tax funds

Attachments