

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

Pledge of Allegiance

Call to Order: Jan Dolan called the meeting to order at 7:00 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 August 11, 2020 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 August warrants and claims for vouchers numbered 3190- 3222 for the month was made by T. Rigney and seconded by K. Twohig. There were no budget transfers or amendments at this time. On a **motion** by T. Rigney and seconded by S. Twohig, the assigned funds balances for the 2019-2020 fiscal year were approved as presented on the Balance Sheet dated 6/30/2020. Motion carried.

President's Report: See attached report.

Director's Report: See attached report.

There was a lot of discussion regarding the security positions. K. Twohig asked if it could be one full-time position as opposed to three part-time. She stated for the record is it not good that some companies offer part-time just so they don't have to offer benefits. K. Salierno stated there are three part-time because if it was one full-time there would be no one to cover on their sick or vacation days. T. Rigney asked if they had to go off the list or if they could hire a company. K. Salierno said if they hire a company they have to pay prevailing wage, and a fee to the company. There is still 1 candidate on the list so she will be interviewing them. J. Conway asked if there really was a need for security. She works with Mutual Aid Beacon, who has several community alternatives to policing. K. Salierno gave a brief history of some of the issues faced by staff regarding the need for security. She explained that during the interviews they are being told they need to be welcoming and only authoritative if the situation changes. Many of them are already trained in de-escalation techniques. She said that pre-COVID there were also discussions on getting social workers into the building. T. Rigney said there is also a legal liability with having staff trying to de-escalate or self-police. Security people are trained for that.

In regards to the "Library of Things", a survey may be going out to the public to see what the community would like to see. K. Twohig asked if donations would be requested for items and K. Salierno said she will think about it. D. Resling asked about the borrowing time and K. Salierno

said probably two weeks or one week with one renewal. A. Drouillard stated she understands the hesitation to ask for donated items, but perhaps they could ask for people/businesses to make monetary donations towards specific items. D. Resling suggested asking the school if they have surplus items. T. Rigney stated some libraries loan artwork. K. Salierno stated this has been discussed previously and they will continue to explore that option. She said she could also send a note out to the school principals with a list of what items are available to be loaned out.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey's internet was very intermittent. She said the August 27th Trustee Briefing discussed being in a partnership with education. The Library of Things could be a good initiative for this. They will have a meeting on Wednesday, September 30th at 10:30 AM.

Building Committee:

T. Rigney stated they have not convened but will meet soon to review the goals they had prior to the quarantine. They did find some water stains on the ceiling in the ladies bathroom, so there may be a leak there. He does want to be able to hold the committee meeting in the library, since they are discussing the issues of the building.

Finance Committee:

D. Landau-Flayter's report was given previously.

Personnel/Nominating Committee:

A. Drouillard stated they have not had a meeting.

Planning Committee:

K. Twohig said they met and decided to decorate the windows in the children's area for Spirit of Beacon Day. They are looking for a COVID mask paper outline to cut out and have people decorate them with pictures or shout outs to favorite library staff. They have been unable to find the owl mascot. D. Landau-Flayter is making a huge mask to put outside. J. Dolan stated if anyone wants to come and help decorate the window or decorate masks, please do.

Friends Liaison Report:

A. Drouillard received an email from M. Frahman stating that the bookstore had \$1,400.00 in sales last month. They all seem to be in good spirits.

New Business:

K. Salierno presented the Board with the annual audit agreement from the CPA firm Nugent & Haeussler, P.C. On a **motion** by T. Rigney and seconded by K. Twohig, this was approved as presented. Motion carried.

K. Salierno will be getting the Conflict of Interest statements out to each trustee. They need to be returned by the next meeting.

If any Board member wants printouts of the meeting information since the video meetings have started, please let J. Beyer know by Friday so she can start making up the packets.

Good and Welfare:

No one had anything to report.

Agenda for October 13, 2020 Meeting to start at 7:00 PM:

Adjournment:

D. Resling made a **motion** to adjourn at 8:10 PM. Seconded by D. Landau-Flayter and motion carried. J. Conway stepped away prior to the vote, so did not vote.

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 accept the annual audit agreement from the CPA firm

Attachments