

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
JANUARY 12, 2021**

**Pledge of Allegiance**

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

**Roll Call of Members:**

Jessica Conway, Jan Dolan, 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:** Brent Napoleon, the library CPA from Nugent & Haeussler, PC presented his findings from the 2019-2020 fiscal year audit. He reviewed the report with the Board and answered all questions they had.

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

The December 8, 2020 minutes were approved on a **motion** by D. Landau-Flayter and seconded by T. Rigney as amended with a correction to the spelling of D. Landau-Flayter's name on page 1. Motion carried.

**Financial Report:** See attached report.

K. Twohig made a **motion** to accept the Budget vs. Actual for December, 2020 as presented. Seconded by T. Rigney and carried. The **motion** to accept the Balance Sheet for December, 2020 was made by S. Twohig and seconded by J. Conway. Motion carried. On a motion by D. Landau-Flayter and seconded by K. Twohig, the warrants and claims for vouchers numbered 3322 - 3354 for the month were approved. The budget transfer was approved on a **motion** by D. Resling and seconded by K. Furfey as presented. Motion carried.

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

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

Director Salierno stated the next meeting for the Library Of Things Committee will be on 1/18. The Southern Dutchess News wrote an article about libraries offering Wifi and Howland was highlighted and Director Salierno was quoted in the article. It was on the front page of the paper.

**Unfinished/Committee Reports:**

Board Development/Policy Committee:

K. Furfey stated the Mid-Hudson webinar series is over, but they are still available for viewing. The Spring series has not been released yet. The marketing research survey is due back on January 25. February 26<sup>th</sup> is Library Advocacy Day and it will be virtual this year. If you are interested in attending, you need to register by January 24. On January 20 at 10:30 the committee will meet again to continue the review of the policies. J. Conway thanked Director Salierno for all the prep work.

#### Building Committee:

T. Rigney stated they have not convened but will meet on January 22 at 4 or 4:30.

#### Personnel/Nominating Committee:

D. Resling said the committee met to decide what to present to the Board in regards to the vacancy. They would like to recommend that the Board hold off on trying to fill the position as the election should be in April. K. Twohig made a **motion** to hold the position vacated by A. Drouillard vacant until the next regular election. Seconded by D. Resling. K. Twohig stated if someone was appointed early they could decide if they really wanted to run. J. Dolan stated by the time advertising and interviewing was done it would almost be time for the election anyway. Motion carried. K. Twohig stated the newly elected trustee could be asked to join the Board early. J. Conway has some people in mind who would be interested. J. Dolan stated everyone on the Board should have some people in mind who would be interested in running for trustee positions. K. Twohig suggested the trustees all talk to the public about the needs of the library whenever they can.

#### Planning Committee:

K. Twohig said the committee has been discussing the community needs. They have reviewed some of the problems with the building and they think they should have a joint meeting with the Building Committee. Director Salierno has spoken with Ms. Smith Aldrich at Mid-Hudson and others who have completed successful building projects and she has been encouraged to have an engineer do a new study on the building so they have current information and issues. They will need to have funds available for consultants as they move forward. The Board needs to continue to advocate to the public about the library's issues. J. Dolan stated at some point they will need to create an ad hoc committee to go the Building and Planning Committees.

#### Friends Liaison Report:

See report. S. Twohig stated he looked at their website and it hasn't been updated in a while.

#### **New Business:**

On a **motion** by K. Twohig and seconded by D. Landau-Flayter, the 990 was approved and accepted as presented.

The trustees have all been given copies of the Board Evaluation for review. Director Salierno and J. Dolan will review the questions and answers and forward those sections to each committee that should be handling those discussions.

At 8:22 PM K. Twohig made a **motion** to enter into Executive Session to discuss the Director's Evaluation. Seconded by K. Furfey and carried. The Board and Secretary Beyer were present for this.

At 8:37 PM T. Rigney made a motion to adjourn Executive Session and resume the regular meeting and seconded by D. Resling. Motion carried.

J. Dolan stated that during executive session there were no motions made.

K. Twohig made a **motion** to accept the Director's Evaluation as presented. Seconded by D. Landau-Flayter and carried. All the trustees thanked Director Salierno for all of her hard work.

Director Salierno stated the MLK, Jr. Day parade has been cancelled, but they are still choosing a recipient for donations for the day and they chose the library. The program will be done virtually instead of the normal parade. J. Dolan said the Sloop chooses a group or place to donate to with each event they do.

K. Furfey stated she was on a Zoom meeting with the knitting group that used to meet at the library in person and they were all complementing Alison Herrero on the library's presence virtually during the COVID pandemic.

On a **motion** by T. Rigney and seconded by D. Resling, the 2019-2020 Financial Audit was accepted as presented and prepared by Nugent & Haeussler, PC. Motion carried.

**Good and Welfare:**

Everyone wished J. Dolan a happy birthday.

**Agenda for February 9, 2020 Meeting to start at 7:00 PM:**

**Adjournment:**

K. Furfey made a **motion** to adjourn at 8:47 PM. Seconded by D. Resling and motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

**MOTION** to accept the minutes

**MOTION** to accept the Budget vs Actual financial report

**MOTION** to accept the Balance Sheet Report

**MOTION** to accept the Warrants and Claims

**MOTION** to approve the budget transfer as presented

**MOTION** to hold the position vacated by A. Drouillard vacant until the next regular election

**MOTION** to approve the 990 as presented

**MOTION** to enter and exit Executive Session

**MOTION** to accept the Director's Evaluation as presented

**MOTION** to accept the 2019-2020 Financial Audit as prepared by Nugent & Haeussler, PC

Attachments