

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
APRIL 13, 2021**

Pledge of Allegiance

Call to Order: Jan Dolan called the meeting to order at 7:00 PM.

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

Public Hearing:

D. Landau-Flayter made a **motion** to open the Public Hearing for the 2021-2022 Budget at 7:02 PM. Seconded by D. Resling and carried. There was no one from the public in attendance. Director Salierno asked if there were any questions regarding the budget from trustees. There were none. The Public Hearing was kept open for 15 minutes in case anyone showed up. At 7:18 T. Rigney made a **motion** to close the Public Hearing. Seconded by D. Landau-Flayter and carried.

The regular meeting of the Board of Trustees followed.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

A **motion** to approve the minutes of the March 9, 2021 BOT meeting was made by D. Resling and seconded by S. Twohig. Motion carried.

Financial Report: See attached report.

T. Rigney made a **motion** to accept the Budget vs Actual Financial report for March, 2021 as presented. Seconded by J. Conway. Motion carried. On a **motion** by S. Twohig and seconded by D. Resling, the Balance Sheet for March, 2021 was accepted as presented. D. Landau-Flayter made a **motion** to approve the bill payments for check number 3417 through 3461. Seconded by K. Furfey and carried. There were no budget transfers at this time.

President's Report: See attached report.

Director's Report: See attached report.

Additional items covered by the Director included an update to the Board regarding staffing. Two staff members have left within the past six to seven months. Both positions will need to be replaced. One is a clerk and one is a security guard.

A second item discussed was that the DC Directors Association is looking into becoming a 501(c)3. Ulster, Green, and Putnam Counties are all that way. Poughkeepsie doesn't want to participate and that may cause some issues. Becoming a 501(c)3 would allow for easier grant applications and centralize funds. It would make the Association more legally transparent. Another item Director Salierno discussed was the fact that the 2019 minutes are on the website and she hopes to get the 2020 ones up soon.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated the committee met on 3/17/21. In terms of the evaluations, they will see how this year's compares to next year's. The committee will be working on the Trustee Orientation. Their next meeting will be April 28 at 10:30. They are close to having all of the policies reviewed, but there are many that need various degrees of work to be done to them. In regard to Mid-Hudson Library System webinars, there is one on May 25 on Core Values, one on Trustee Essentials, one for Highly Effective Boards and two in June; Financial Responsibilities and Legal Issues, Freedom of Information Law. K. Furfey has not yet seen any requirements for annual training for trustees.

Building Committee:

T. Rigney stated they met virtually on March 12 and minutes are attached. One HVAC unit is not working. Silvestri has looked at it, but doesn't know why it isn't starting. There are issues with the mural. It is deteriorating. M. Rivas is looking into having it reproduced electronically so it could possibly be printed on a canvas with a digital copy saved. It has become an iconic piece associated with the library so they don't want to see it destroyed. It has taken on quite a bit of water damage so there doesn't appear to be any way to fix it. Even the artist was at a loss for any remediation. S. Twohig asked if a picture is taken, could the artist fill in the degraded areas for repairs and T. Rigney said this may be something they can do with the digital copy.

Finance Committee:

D. Landau-Flayter stated there was nothing additional to add and the committee did not meet.

Personnel/Nominating Committee:

D. Resling stated there are five people interested in running for trustee. She asked if anyone had ideas as to what was different this time. J. Conway stated she feels people are more civil minded right now. J. Dolan stated the newspaper article may have had a lot to do with encouraging people to run.

T. Rigney asked if the meetings could be videoed like the School Board. K. Salierno stated they could look into something like this. If the budget passes, the new position will include doing videos for the website. J. Dolan stated she cannot remember any public ever coming to a meeting. Videos may be a good way to do outreach. It may be worth looking into the cost of the equipment. She asked about the creation of an ad-hoc committee to work on this. J. Conway suggested it be an outreach committee. K.

Salierno stated as they review the policies, committees are one section that will need to be addressed, with some changes to structure occurring.

Planning Committee:

K. Twohig was excused and there was no report as there was no meeting last month.

Friends Liaison

J. Dolan spoke with M. Frahman and was told the Bookstore made approximately \$1,700.00 last month and that M. Frahman did express concerns regarding the library not being open on weekends. Director Salierno stated they will be starting curbside pickup this Saturday. Director Salierno acknowledged that M. Frahman reported complaints from customers and community members however she has not received any complaint via email, phone, or in person from any member of the general public regarding open hours. Due to staffing concerns, the number of Covid cases still happening and the amount of outside visitors on Main Street on a weekend they are not ready to open and be able to properly monitor all activities at this time. D. Resling asked who is in charge when the Director is away. Director Salierno stated people are instructed to go to the librarians. She stated they are looking to be open close to pre-Covid hours in June. She will have to hire someone for Sundays, as that was one of the employees who is no longer here. Hopefully in the next few weeks they will be resuming regular weekday hours. D. Landau-Flayter asked if they could do appointments on weekends. Director Salierno stated they can do that as a part C level opening. She stated the tentative schedule is to start curbside on Saturdays, normal weekday hours then working reduced Saturday hours and curbside Sundays. S. Twohig asked about security and Director Salierno stated that is the other position that needs to be filled.

New Business:

On a **motion** by T. Rigney and seconded by K. Furfey the following election inspectors for were appointed for the April 29, 2021 vote:

Janie Moore, Nancy Musacchio, Vicki Blucher, and Marcia Frahman.

D. Landau-Flayter made a **motion** to approve the annual report to the community.

Seconded by D. Resling and carried. The Board reviewed the lighting upgrade plan provided by Central Hudson. The cost to the library is \$6,103.49, but they have annual savings of \$3,865.18. It may require the building to be closed to the public for a few days. The Building Committee does recommend this action. D. Landau-Flayter made a motion to accept the lighting proposal from Central Hudson. Seconded by K. Furfey and carried. Director Salierno will see if this installation could piggy back on the tech upgrade closing time. If not, they may still be able to do curbside pickup during this time.

J. Dolan stated a lot of work was done in regards to the Board self-evaluations. The Board reviewed the follow-up report and it was accepted on a motion by T. Rigney and seconded by D. Resling. K. Furfey stated one of the objectives of the Development Committee is to re-do the self-evaluation. T. Rigney stated the conversations in committees were very informative regarding the self-evaluations. It was a worthwhile process. J. Dolan stated this was the first year they have gone back to the committees and it seemed to be more productive.

Good and Welfare:

J. Dolan stated it was nice to see everyone in person. J. Beyer reminded everyone of the election on April 29th.

The next meeting is May 11, 2021.

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 8:46 PM. Seconded by D. Resling. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

MOTION to open the Public Hearing

MOTION to close the Public Hearing

MOTION to accept the Budget vs. Actual for March, 2021

MOTION to accept the Balance Sheet for March, 2021

MOTION to accept the Warrants and Claims

MOTION to approve the budget vote electors

MOTION to approve the annual report to the community

MOTION to approve the lighting upgrade

MOTION to accept the Board self-evaluation

MOTION to adjourn