

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
MARCH 9, 2021**

Pledge of Allegiance: None (virtual meeting)

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

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

Amendment to the agenda:

Director Salierno asked for an amendment to the agenda to add “C – Public Budget Hearing” to the agenda. This was approved on a **motion** by T. Rigney and seconded by K. Furfey.

Public Participation: None.

Guest Speakers: Guest speakers: Rajene Hardeman, Barry Ramage, and Ric Swierat from Mid-Hudson Library System Board of Trustees:

Rajene Hardeman stated she is on many committees with MHLS. She believes they have done a phenomenal job helping libraries and the community during this pandemic. The board wants all libraries to know they are there for them and if the libraries need anything, they can reach out to any board member.

Ric Swierat stated he is a volunteer at East Fishkill Library and the President of the MHLS BOT. They have been involved in advocacy for library budgets with the State and were happy to hear that library employees will qualify for the Covid vaccine. He is amazed by the work that libraries are doing and has enormous respect for the time the trustees put into a volunteer board.

Barry Ramage stated he looked forward to hearing about the library during the meeting. J. Dolan thanked them for attending.

Reading of the Minutes of the Previous Meeting:

A **motion** to approve the minutes of the February 9, 2021 BOT meeting was made by D. Landau-Flayter 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 February, 2021 as presented. Seconded by K. Twohig. Motion carried. On a **motion** by K. Furfey and seconded by D. Resling, the Balance Sheet for February, 2021 was accepted as presented. K. Furfey made a motion to approve the bill payments for check number

3386 through 3416. Seconded by S. Twohig and carried. There was a budget transfer to offset the insurance payment for the replacement of the carpet. On a **motion** by K. Furfey and seconded by D. Landau-Flayter, the expense account 6820 was increased by \$33,564.08.

President's Report: See attached report.

J. Dolan is very happy staff will be eligible for the vaccine.

Director's Report: See attached report.

Director Salierno stated a partial tax check was received from the School District today. The new carpet has a slightly different color, but isn't really noticeable. Bruce, Ethel & Craig were invaluable in getting these repairs done and having things run smoothly. Packets are at the front desk for petitions. The law passed, so only 25 signatures are required.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated the committee was unable to meet, but have a meeting scheduled for 3/17. They will continue the policy review and self-evaluation portions. There is a webinar on 3/11 and 3/25 and all the past webinars are available online. The weekly updates from MHLS and NYLA are very interesting and an excellent resource.

Building Committee:

T. Rigney stated they had one emergency meeting to deal with the flood issues and to discuss the best course of action in regards to the insurance claim. He believes they took the best option. He thanked everyone for their help and support, especially B. Pedersen, E. Lee, and C. Kracht. He will try to have a meeting this month.

Finance Committee:

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

Personnel/Nominating Committee:

D. Resling stated they are ready to submit the trustee recruitment letter to the paper.

Planning Committee:

K. Twohig stated the committee has been discussing advocacy and this month they had the opportunity to do that with the local representatives during Library Advocacy Day. They will be working on ways to do advocacy in their own community.

Friends Liaison

J. Dolan spoke with M. Frahman. The bookstore did well last month. They have new t-shirts for sale in the store. They now have signs on the doors that masks are required and there are only 6-8 people allowed in at a time. T. Rigney asked if there were any words on the t-shirts as the board only had a picture of the back to see. J. Dolan didn't know, but they can go to the store to check them out.

New Business:

On a **motion** by D. Resling and seconded by D. Landau-Flayter, the state annual report was approved. K. Twohig asked if there would be any issue with the library not making the minimum hours and Director Salierno stated no, due to Covid there has been an exemption. S. Twohig asked about the reduction in the number for collections. Director Salierno stated that e-books was increased and they have also been doing some weeding to keep the collections meeting the needs of the community.

K. Furfey stated the approval and adoption of a Pandemic Response Plan was required prior to the next meeting. Director Salierno has forwarded a copy to the board for review. On a **motion** by K. Twohig and seconded by K. Furfey the Pandemic Response Plan was approved as presented.

Director Salierno stated the attorney has supplied a timeline for elections and the library has no specific time in which they have to hold the Public Hearing for the budget. It was her recommendation to hold the Budget Hearing on the night of the April 13th meeting and to go right into the regular meeting at the conclusion of the Hearing. She asked if the Board was comfortable with attending in person. T. Rigney asked if there was the possibility of having some people call in for those not comfortable meeting in person. Director Salierno said there would probably be a way to make that work. In general, the Board was in favor of meeting in person for the April meeting.

Good and Welfare:

R. Swierat stated the board ran a very efficient meeting and covered a lot of material. He thanked them for their time and service.

R. Hardeman stated she is glad the library is open again.

B. Ramage thanked the board for the invitation to attend. He also thanked them for their support of the Mid-Hudson Library System. He believes there have been many changes made due to Covid, but the libraries will continue to adapt.

T. Rigney thanked them for attending and stated he appreciates the feedback.

J. Dolan stated she has a show going on at the Howland Cultural Center. They are open Saturdays and Sundays from 1-5. They are planning for their 100 years celebration for 2022.

The next meeting is April 13, 2021.

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 7:59 PM. Seconded by K. Furfey. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

MOTION to approve an agenda amendment

MOTION to accept the minutes

MOTION to accept the Warrants and Claims

MOTION to accept the Financial Report

MOTION to accept the Budget vs Actual Financial report for February, 2021

MOTION to accept the budget transfer

MOTION to accept the state annual report

MOTION to adopt the Pandemic Response Plan

MOTION to adjourn