

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE RE-ORGANIZATION MEETING OF THE BOARD OF TRUSTEES
July 13, 2021**

SEAT ELECTED TRUSTEES: Samuel Anderson, Janice Dolan, and Phoebe Zinman were administered the oath of office by Julie Beyer.

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

Pledge of Allegiance

Roll Call of Members:

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

RE-ORGANIZATION MEETING

ELECTION OF OFFICERS:

Tom Rigney was nominated for President.

MOTION to elect **Tom Rigney** as President for 2021-2022.

MOTION: S. Anderson SECONDED: D. Resling Motion carried.

Diane Landau-Flayter was nominated for Vice-President.

MOTION to elect **Diane Landau-Flayter** as Vice President for 2021-2022.

MOTION: D. Resling SECONDED: J. Dolan Motion carried.

Kathleen Furfey was nominated for Secretary

MOTION to elect **Kathleen Furfey** as Secretary for 2021-2022.

MOTION: D. Landau-Flayter SECONDED: J. Dolan Motion carried.

NEWSPAPER OF RECORD

MOTION to designate the Poughkeepsie Journal as the newspaper of record for the Howland Public Library:

MOTION: D. Resling SECONDED: D. Landau-Flayter Motion carried.

BANK SIGNATURE CARDS

MOTION for M & T Bank as the bank of record for all accounts.

MOTION: S. Anderson SECONDED: J. Dolan Motion carried.

MOTION for Kristen Salierno, Thomas Rigney, Diane Landau-Flayter, and Peter McGivney to be the authorized check signers on the Payroll, Checking, and Savings accounts.

MOTION: J. Dolan SECONDED: D. Resling Motion carried.

SET COMMITTEES

T. Rigney submitted the following appointments to the following committee chairs and members:

Board Development & Policy Committee – K. Furfey, Chair; J. Conway, D. Resling
Building Committee – J. Dolan, Chair; S. Anderson, K. Furfey
Finance Committee – D. Landau-Flayter, Chair; S. Anderson, P. Zinman
Personnel/Nominating/Election Committee – D. Resling, Chair; K. Twohig, P. Zinman
Planning Committee – K. Twohig, Chair; J. Conway, J. Dolan
Liaison to the Friends – T. Rigney

CONTINUATION INTO THE REGULAR MEETING.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None

Guest Speakers: None

Reading of the Minutes of the Previous Meeting:

D. Landau-Flayter made a **motion** to accept the June 8th, 2021 meeting minutes, as circulated. Seconded by D. Resling. The motion carried.

Treasurer's Report: See attached report.

D. Resling made a **motion** to accept the Budget vs Actual for June 2021 as presented. Seconded by P. Zinman and the motion carried. On a **motion** by J. Dolan and seconded by S. Anderson the Balance Sheet Financial Report was accepted. The **motion** to accept the warrants and claims for vouchers with check numbers 3543 - 3591 for the month was made by J. Dolan and seconded by D. Landau-Flayter. Motion carried. P. Zinman made a **motion** to accept the budget amendments as presented. Seconded by D. Landau-Flayter. Motion carried.

President's Report: See attached report.

Director's Report: See attached report.

Old Business/Committee Reports:

Board Development/Policy Committee:

D. Resling reported that K. Furfey stated the new trustee orientation went as planned. MHLS and NYLA webinars will probably start up again in the fall. The Policy Committee will be meeting July 28th at 10:30 AM.

Building Committee:

T. Rigney stated there was nothing to report.

Personnel/Nominating Committee:

D. Resling said there was nothing to report.

Planning Committee:

In K. Twohig's absence Director Salierno stated they are working on a nominee for the Savoit Award. It looks like it will be awarded in September.

Friends Liaison Report:

T. Rigney stated he is looking forward to working with the Friends Group again. They had a very good relationship in the past and he's sure it will continue. S. Anderson stated he really enjoyed working with Friends Groups and hopes this is something he can find a way to assist in. T. Rigney stated that would be kept in mind moving forward, but one of the best places for new trustees to start is with the Finance Committee so they understand the financial aspect of their responsibilities as trustees.

New Business:

The Board discussed the COVID-19 Temporary Policy updates, the Tier Service Plan updates, and the Safety Plan updates together as they are all intertwined. Each policy was reviewed individually. There was discussion regarding the requirement for masks to still be in place. Director Salierno stated the library has many children here who are too young to be vaccinated, so everyone wearing a mask helps to keep them safe. Director Salierno stated the library will probably be in Tier E until the end of the summer. P. Zinman asked if there was a way to see if there are any services that used to use the library that would be time sensitive to start before the school year. Director Salierno stated she will check into it and check with Ginny Figlia. On a **motion** by S. Anderson and seconded by D. Resling, the COVID-19 Temporary Policy

updates have been amended. On a **motion** by P. Zinman and seconded by D. Resling, the Tier Service Plan updates were approved. On a **motion** by S. Anderson and seconded by J. Dolan, the Safety Plan updates were approved as amending, noting "Although NYS will still require masks for unvaccinated individuals, the Howland Library will still require masks for all patrons at all times." Carried as amended. Director Salierno presented the Palmer School post grad certificate program, which is going to be held in this area. This only happens every 6-7 years possibly as it rotates to different areas. She asked for the Board's consideration to pay for her tuition for this program. It would be \$1,550 per class and a total of five classes spread over a few year's budget. There is a budget line for continuing education, but it doesn't have enough in it to cover the annual expense. She stated she would be willing to sign a commitment letter if the Board required it. At 8:17 PM, D. Landau-Flayter made a **motion** to go into executive session to discuss a personnel issue regarding employment history of an employee. Seconded by J. Dolan. Director Salierno left the meeting room. At 8:33 D. Landau-Flayter made a **motion** to adjourn the executive session and resume the regular meeting. Seconded by J. Dolan and carried. Director Salierno rejoined the meeting. On a **motion** by J. Dolan and seconded P. Zinman the library will agree to pay for Kristen Salierno to attend the Palmer School for the post grad certificate program on the condition that she signs a commitment letter agreeing to stay at Howland Public Library for 2 years after completion of the program, or to repay the class costs. Motion carried. T. Rigney thanked Director Salierno for all that she has done in the past two years and is glad she is interested in continuing her education. He is sure the library will benefit from it. Director Salierno thanked the Board.

Director Salierno stated that Juneteenth has been made a federal holiday. The staff gets off or a floating holiday if working for all federal holidays. She asked if the Board would consider adding Juneteenth to the list of paid holidays for staff. On a **motion** by J. Dolan and seconded by S. Anderson, Juneteenth is now added to the list of paid holidays. The library will be open that day and all staff working will get a float holiday to use somewhere else. Director Salierno asked if this could be made retroactive for this year. On a **motion** by S. Anderson and D. Landau-Flayter, this will be retroactive for this year.

Director Salierno stated the library has gone through Civil Service and has received the list for Librarian III positions. This is a position she is looking to establish and fill. It will be for Reference and Technology. On a **motion** by J. Dolan and seconded by S. Anderson, the Board entered into executive session at 8:40 PM to discuss a personnel issue regarding a position appointment. At 8:51 PM, on a **motion** by J. Dolan and seconded by D. Resling, the executive session was adjourned and the regular meeting resumed. J. Dolan made a **motion** to approve the creation of the Librarian III position with a starting salary of \$57,000.00. This position will be the head of Reference & Technology. Seconded by D. Landau-Flayter. On a **motion** by S. Anderson and seconded by P. Zinman, Kristin Charles-Scaringi will be appointed to the position of Librarian III, Head of Reference and Technology at a starting salary of \$57,000.00. Motion carried. D. Landau-Flayter asked if that salary was in the normal range. Director Salierno stated it is a little low, but was what the budget could handle. After completion of stages of the job, a raise can be considered by the Board. S. Anderson asked when she was starting and Director Salierno stated on August 2nd.

Good and Welfare:

T. Rigney stated Ginny Figlia is retiring. She is the reason he got involved with the library to begin with. He would like to see if there is some way for the Board to recognize her years of service. Her last day will be August 27th. Director Salierno stated they are not sure if they are going to do something small with just staff at the library or do something at a park when the patrons can come and say goodbye also. She will keep the Board informed.

S. Anderson said he is happy to be here. He is impressed with how well the meetings are run and hopes he can be helpful moving forward.

Agenda for August 10th Board Meeting to start at 7:00 PM:

Adjournment:

D. Resling made a motion to adjourn at 9:00 PM. Seconded by S. Anderson and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

MOTION for Tom Rigney as President.

MOTION for Diana Landau-Flayter as Vice President.

MOTION for Kathleen Furfey as Secretary.

MOTION for the Poughkeepsie Journal to be the newspaper of record.

MOTION for M & T Bank as the bank of record for all accounts.

MOTION for Kristen Salierno, Thomas Rigney, Diane Landau-Flayter, and Peter McGivney to be the authorized check signers on the Payroll, Checking, and Savings accounts.

MOTION to accept the minutes

MOTION to accept the Budget vs. Actual

MOTION to accept the Balance Sheet

MOTION to accept the claims warrants

MOTION to accept the budget amendments

MOTION that the COVID-19 Temporary Policy updates have been amended

MOTION that the Tier Service Plan updates were approved

MOTION that the Safety Plan updates were approved as amending

MOTION to go into executive session

MOTION to adjourn the executive session and resume the regular meeting

MOTION that the library will agree to pay for Kristen Salierno to attend the Palmer School for the post grad certificate program on the condition that she signs a commitment letter agreeing to stay at Howland Public Library for 2 years after completion of the program

MOTION Juneteenth is now added to the list of paid holidays

MOTION that Juneteenth as a holiday is retroactive for 2021

MOTION to go into executive session

MOTION to adjourn the executive session and resume the regular meeting

MOTION to approve the creation of the Librarian III position with a starting salary of \$57,000.00

MOTION to appoint Kristin Charles-Scaringi to the position of Librarian III

MOTION to adjourn

Attachments