

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JUNE 8, 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, 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.

Reading of the Minutes of the Previous Meeting:

A **motion** to approve the minutes of the May 11, 2021 BOT meeting was made by D. Landau-Flayter and seconded by D. Resling. Motion carried.

Financial Report: See attached report.

D. Resling made a **motion** to accept the Budget vs Actual Financial report for May, 2021 as presented. Seconded by K. Twohig. Motion carried. On a **motion** by T. Rigney and seconded by S. Twohig, the Balance Sheet for May, 2021 was accepted as presented. K. Twohig made a **motion** to approve the bill payments for checks numbered 3498 through 3542. Seconded by K. Furfey and carried. D. Landau-Flayter made a motion to approve the budget adjustment request for the Mentmore Fund Donation. Seconded by D. Resling and carried. On a motion by S. Twohig and seconded by K. Furfey, the budget adjustments request for the Friends Donation were approved as attached to the packet. Motion carried. D. Landau-Flayter made a motion to approve the budget transfer for the end of the year as attached to the packet. Seconded by J. Conway and carried.

President's Report: See attached report.

Director's Report: See attached report.

The closing of the library for the technology upgrade has been cancelled for this week and tentatively scheduled for June 22 with a soft open on June 23. Director Salierno showed the Board the clear bags that items for the Library of Things will go in. J. Dolan asked how long the checkout time would be and the Director said two weeks with no renewals, except for the Hot Spots. They haven't decided on those yet. K. Twohig asked what would happen if something is returned broken. The Director said each item is checked out against a library card. There will be an item specific form

that the patron will have to review and sign. It will list the replacement cost of the item. She is hoping to have a policy to present to the Board for their approval at the next meeting. They are not sure how they are going to be rolling out some of the tech items that have been purchased. T. Rigney asked if there was going to be a policy for cleaning when items came back and Director Salierno said yes, each item will have a specific care sheet that will be followed after each return.

T. Rigney asked if the Director has seen the school districts section for minutes called "Board Docs". Director Salierno stated she has just learned about it and will be checking into it.

J. Dolan asked if there was any movement on getting a tech person. Director Salierno stated she is trying to work with Civil Service to open the correct position title for the job needed.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated there is a webinar for Legal Issues on 6/15 and Seven Habits of Highly Effective Boards on 6/23. That one is recommended for trustees who have already completed the Trustee Essentials. K. Furfey will be doing a new trustee orientation on June 22 at 10:00 AM. The committee met and finished the review of the policies. They will not meet in June as they are awaiting some guidance from Rebekkah Smith Aldrich. Their next meeting will be on July 28th at 10:00 AM.

Building Committee:

T. Rigney stated they did not meet. J. Dolan asked if they had done anything with the mural yet. K. Salierno stated she is searching for someone who will take the digital photos. J. Dolan said she may be able to do some temporary patch work on it, if it is alright with the artist.

Finance Committee:

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

Personnel/Nominating Committee:

D. Resling stated was nothing to report at this time.

Planning Committee:

K. Twohig stated they haven't met. They do feel they need an updated engineer's report on the building.

Friends Liaison:

J. Dolan stated there is no report at this time.

New Business:

On a **motion** by D. Landau-Flayter and seconded by J. Conway the 2021-2022 Schedule for Monthly Review of Bills (Claims Audit) was approved. On a **motion** by T. Rigney and seconded by K. Furfey the Schedule of Meetings FY 2021-2022 was

approved as presented. K. Furfey made a **motion** to approve the updated Retention and Disposition of Records Policy as recommended by the Policy Committee. Seconded by D. Resling and carried.

There was some discussion regarding the updating of the Safety Plan. Director Salierno stated it looks like there will be new updates in July that she will have to deal with. She has spoken with all the department heads to get input on how to move forward and keep everyone feeling safe. The biggest issue is masks. The Summer Programs are looking to be all outside. She is trying to determine how everyone would feel if masks were made option for the public, but required in the Children's Room and for programs. J. Dolan asked if the Director could ask staff for proof of vaccination. Director Salierno stated there has to be a purpose for the request and everyone must be asked. She also said the Board may have to call an emergency meeting to approve the Safety Plan. T. Rigney asked what other libraries are doing and the Director said most are still requiring masks. D. Landau-Flayter asked how many people just walk past and stop in to use the restroom and the Director said a good amount. She also said when the State gets to 70% vaccinated, a lot of these rules will go away.

Good and Welfare:

S. Twohig stated it has been a pleasure to work with everyone. It has been a great learning experience. He thanked J. Dolan for all of her assistance. Director Salierno stated there might be some community ad-hoc things coming along that she hopes S. Twohig would be willing to get involved in. T. Rigney thanked S. Twohig for his fantastic job on the Building Committee. He was very dedicated. He thanked J. Dolan for her great job as President, especially with the very difficult past year and a half.

The next meeting is the re-organizational meeting on July 13, 2021.

Adjournment:

D. Resling made a **motion** to adjourn at 8:12 PM. Seconded by D. Landau-Flayter. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

MOTION to approve the minutes

MOTION to accept the Budget vs. Actual for the month

MOTION to accept the Balance Sheet for the month

MOTION to accept the Warrants and Claims

MOTION to accept the budget adjustments

MOTION to accept the budget transfer

MOTION to accept the Schedule for Monthly Review of Bills

MOTION to accept Schedule of Meetings FY 2021-2022

MOTION to approve the updated Retention and Disposition of Records Policy

MOTION to adjourn