

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
AUGUST 10, 2021**

Call to Order: Tom Rigney called the meeting to order at 7:01 PM.

Pledge of Allegiance

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

A **motion** to approve the minutes of the July 13, 2021 BOT meeting was made by J. Dolan and seconded by D. Resling with the following amendments:

Wording for going into both executive sessions is as follows respectively:

“Go into executive session to discuss a personnel issue regarding employment history of an employee” and “enter into executive session to discuss a personnel issue regarding a position appointment” and the committee appointments were made by T. Rigney, not J. Dolan. Motion carried.

Financial Report: See attached report.

J. Dolan made a **motion** to accept the Budget vs Actual Financial report for July, 2021 as presented. Seconded by K. Twohig. Motion carried. On a **motion** by S. Anderson and seconded by K. Furfey, the Balance Sheet for July, 2021 was accepted as presented. D. Landau-Flayter made a **motion** to approve the bill payments for check number 3592 through 3624. Seconded by J. Dolan and carried. There were no budget transfers for this meeting.

President's Report: See attached report.

T. Rigney stated there is still much uncertainty and the library has shown its ability to navigate these difficult times and will continue to work things out. In regards to Ginny Figlia's retirement, that will be a very big hole to fill.

Director's Report: See attached report.

Director Salierno said she will follow up tomorrow with the lawyer regarding the prevailing wage requirements as there are currently projects being done at prevailing

wage pay. She thanked the Board members who have completed their sexual harassment training and requested anyone who hasn't completed it yet, to please do so as soon as possible.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated there is a webinar for Trustee Essentials on 9/9 & 9/21. There is a Trustee Education Series starting that will cover Essentials, Core Values, Legal Issues, Finance, Advanced Education and The Trustee Handbook Book Club. You will be asked to pre-read a section of the Trustee Handbook and then submit any questions and you will get feedback. Part 1 for this is 10/19 from 5-6:30 PM and then there will be a part in November and December. The funding for library services has been restored/secured. The Construction program passed with an additional 20 million dollars restored so it is currently at 34 million dollars. The minutes from the Policy Committee meeting are attached to these minutes. They worked on the Library of Things (LOT) policy and the Policy Revision Plan. The next meeting will be August 26th at 10:30 AM.

Building Committee:

J. Dolan stated the committee did not meet.

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 did not meet, but will be soon.

Planning Committee:

K. Twohig stated the committee will meet in early September. They have proposed awarding the Savoit Award to Erica DeHass. On a **motion** by J. Dolan and seconded by D. Resling, this was approved. K. Salierno stated both Erica and Ginny Figlia will be receiving their awards at the next meeting in September.

Friends Liaison

T. Rigney has not yet met with Friends, but looks forward to the coming months.

New Business:

Director Salierno stated the LOT Policy and Borrowers Agreement have been vetted through the committee and the attorney. J. Dolan asked how they came up with the list of items. Director Salierno stated they sent out a survey to the community. S. Anderson asked what the mechanism for collecting on lost or broken items would be. Director Salierno stated it would be on their record. J. Dolan made a **motion** to adopt the LOT Borrower's Agreement as presented. Seconded by D. Resling and carried. S. Anderson made a **motion** to adopt the LOT Policy. Seconded by D. Resling and carried. Director Salierno stated after reviewing G. Figlia's position, the title of Librarian II is more applicable than the title of Librarian I that is currently on the roster. It is because

the position supervises para-professionals, but not other librarians. On a **motion** by J. Dolan and seconded by D. Landau-Flayter, the position of Librarian II, Head of Youth Services has been accepted.

Director Salierno stated that currently the main bank signers are herself and T. Rigney with D. Landau-Flayter as Tom's back up and Peter McGivney as hers. K. Charles-Scaringi is now higher in rank than P. McGivney and it makes more sense that she should be the backup for the Director. On a **motion** by S. Anderson and seconded by J. Dolan, signatory privileges on the bank accounts were granted to K. Charles-Scaringi.

Good and Welfare:

T. Rigney welcomed K. Charles-Scaringi to the library. He is familiar with her work done elsewhere and is looking forward to working with her here.

Director Salierno congratulated staff member Gabi Esposito who has completed her master's degree in Library Science.

The next meeting is September 14, 2021.

Adjournment:

J. Dolan made a **motion** to adjourn at 7:59 PM. Seconded by D. Resling. 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 July, 2021

MOTION to award the Savoit Award to Erica DeHass

MOTION to adopt the LOT Borrower's Agreement as presented

MOTION to adopt the LOT Policy

MOTION to accept the position of Librarian II, Head of Youth Services

MOTION to grant signatory privileges on the bank accounts to K. Charles-Scaringi

MOTION to adjourn