

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 12, 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 September 14, 2021 BOT meeting was made by J. Dolan and seconded by D. Resling with the following amendment: K. Twohig stated the minutes should include that the Planning Committee met on September 9<sup>th</sup> and there is a report attached. Motion carried.

**Financial Report:** See attached report.

P. Zinman made a **motion** to accept the Budget vs Actual Financial report for September, 2021 as presented. Seconded by K. Twohig. Motion carried. On a **motion** by S. Anderson and seconded by K. Furfey, the Balance Sheet for September, 2021 was accepted as presented. D. Landau-Flayter made a **motion** to approve the bill payments for check number 3669 through 3708. Seconded by J. Dolan and carried. There were two budget transfers, as attached to these minutes. On a **motion** by J. Dolan and seconded by S. Anderson, the 2020-2021 year end budget transfers were approved. D. Resling made a **motion** to approve the 2021-2022 budget transfers as presented. Seconded by K. Furfey and carried.

**President's Report:** See attached report.

**Director's Report:** See attached report.

The Board would like to have Brent come in to review the annual financial audit. The Director will meet with Rebekkah and Casey from Mid-Hudson Library System in November.

The new minimum standards will be going into effect and having the minutes on the website is part of that standard.

### **Unfinished/Committee Reports:**

#### **Board Development/Policy Committee:**

K. Furfey stated there is a webinar for 7 Habits of Highly Effective Boards on 10/27, Trustee Handbook Club on 10/19, Library Board Meetings on 10/16, and Personnel on 12/14. MHLS will be considered a provider for the newly required continuing education time. The next Committee meeting will be 10/26 at 4:30 PM.

#### **Building Committee:**

J. Dolan stated the committee met on 9/21 and the report is attached to these minutes.

K. Salierno stated the part for the HVAC cannot be found anywhere. There is a spray type product, like fix-a-flat, that may work. If not, the replacement is between \$25,000 - \$28,000. It would also require a crane with a boom to reach for the installation. They will not try the spray until the spring.

The Recreation Department for the City is getting \$50,000 from City Council to do upgrades and they will include the library in that process.

There was a lot of discussion regarding a timeline for community conversations regarding the library.

There is no additional meeting scheduled yet.

#### **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 met on 9/15 and the report is attached.

#### **Planning Committee:**

K. Twohig stated the committee has not met since 9/9, but will be meeting again on 10/25.

#### **Friends Liaison**

T. Rigney stated he had a meeting planned with Marcia Frahman in early September, but it was postponed and has not yet been rescheduled. He did receive an email stating that Beacon Reads is open Wed – Sun and has four volunteers and \$13,577.00 in their bank account. There was some discussion regarding the responsibilities of the Friends.

#### **New Business:**

K. Furfey stated the new Board self-evaluation would be due back in November. There was much discussion regarding the self-evaluation, and it was decided that it would be done later in the fiscal year so new trustees coming in would have a better understanding of the functions of the Board as well as some more experience. Director Salierno will verify that there is no specific time for it to be done by. On a **motion** by K. Twohig and seconded by J. Dolan, the Board Self-Evaluation was accepted as presented. It will be distributed to the members in March, 2022.

On a **motion** by J. Dolan and seconded by D. Landau-Flayter, Cecilia Montaldo was appointed part-time Cleaner at an hourly salary of \$13.75. Motion carried.

**Good and Welfare:**

K. Twohig stated she saw Jessica Conway on the walkway today. T. Rigney was pleased that the Tampa Bay Rays were beat by the Red Sox on Monday night.

The next meeting is November 9, 2021.

**Adjournment:**

S. Anderson made a **motion** to adjourn at 8:06 PM. Seconded by K. Furfey. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

**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 approve the 2020-2021 and 2021-2022 budget transfers

**MOTION** to accept the Board Self-Evaluation as presented

**MOTION** to hired Cecilia Montaldo as the part-time cleaner

**MOTION** to adjourn