

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 14, 2021**

Call to Order: Tom Rigney called the meeting to order at 7:03 PM.

Pledge of Allegiance

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: Brent Napoleon, CPA from Nugent & Haeussler, PC was present, via video, to review the annual financial audit. There were no real significant changes and no findings in the management letter. He stated Lauren did a great job with the journal entries and he only had to do one. Lauren and Kristen were both very accomodating and the library is in good financial standing. T. Rigney thanked him for all he does and then thanked Kristen and Lauren too.

Reading of the Minutes of the Previous Meeting:

A **motion** to approve the minutes of the November 9, 2021 BOT meeting was made by J. Dolan and seconded by P. Zinman. Motion carried.

Financial Report: See attached report.

J. Dolan made a **motion** to accept the Budget vs Actual Financial report for November, 2021 as presented. Seconded by S. Anderson. Motion carried. On a **motion** by K. Twohig and seconded by S. Anderson, the Balance Sheet for November, 2021 was accepted as presented. D. Landau-Flayter made a **motion** to approve the bill payments for check numbers 3734 through 3750. Seconded by K. Furfey and carried. There was a budget transfer, as attached to these minutes. On a **motion** by J. Dolan and seconded by D. Landau-Flayter, the 2021-2022 budget transfer was approved to reflect the 2021 Donation from the Friends of the HPL.

President's Report: Per T. Rigney there was no report, as this season is very busy. He is proud of all the Board has done. He is aware there will be a lot of work in the next year but is confident they can do it.

Director's Report: See attached report.

K. Salierno stated there is also a teen time plan in the works for the teen area and they are reimagining that space.

The staff is re-organizing the main floor. All children's materials dispersed throughout the adult collection will now be located in the stacks just outside of the children's room.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated there was no meeting of the committee this month. Her computer was on a delay, so there were some communication issues. She did say the Trustee Handbook Series is available online.

Building Committee:

J. Dolan stated the committee did have an emergency meeting. K. Salierno got the call the Friday after Thanksgiving that there was no heat. The large heater in the main floor is off. The one in the children's room is still running. Silvestri came in and gave an estimate for repair and replacement. The repair estimate is a little under \$9,000 and the replacement is around \$32,000 with a lead time of May 2022 to get it in. The committee decided to go with the repair. The parts were ordered with an approximate lead time of 10 days and 1 or 2 days to do the repair and any necessary adjustments. As of now, if everything goes well, the library could reopen on Thursday the 16th. Silvestri did say the entire unit will need to be replaced sooner rather than later.

J. Dolan stated she is still trying to get someone to work on the mural. The last contractor wants to work with the artist, and he is the holdup right now.

J. Dolan ask Director Salierno for an update on the electrical situation. Director Salierno reported the electricity was still out at buildings 307, 309, and 311. The electrician came in today and they are waiting to hear back from him regarding parts. K. Twohig asked if there is a danger of pipes freezing and K. Salierno said yes, but Bruce Pederson has a plan in place to minimize that danger.

Finance Committee:

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

Personnel/Nominating Committee:

D. Resling was not present, but K. Salierno stated her evaluation was due in December, so it should be scheduled for January.

Planning Committee:

K. Twohig stated the committee had a meeting scheduled, but cancelled it due to the heating issue. It has not been rescheduled at this time.

Friends Liaison

T. Rigney stated he had not had the opportunity to meet with the Friends last month. The library appreciates the Friends donation.

New Business:

Director Salierno stated she has 40 hours of unused vacation she would like to carry over to 2022. On a **motion** by J. Conway and seconded by P. Zinman the Director's vacation can be rolled over to 2022. T. Rigney stated the Board appreciates all the hard work that the Director does, but she also needs to take time off.

P. Zinman stated she really appreciated the three-month new trustee check in. She also asked if the Board would consider the creation of a new committee devoted to community outreach. This area has not really been addressed and Mid-Hudson Library System is prioritizing it as well. K. Salierno stated a reorganization of committees is on the agenda for the Policy Committee. K. Twohig stated some of that comes under the Planning Committee as well. There was discussion on the importance of community outreach and engagement. K. Twohig stated that the library system will be having advocacy days. She would like some assistance with this. J. Conway suggested someone attend City Council and school board meetings to establish a connection there. There is also an ad-hoc allowance if the Board feels there is a need for a new committee now. T. Rigney stated advocacy day is very important and if anyone is available to attend, it would be appreciated.

On a **motion** by J. Dolan and seconded by S. Anderson, the MHLS Direct Access Plan was accepted.

Good and Welfare:

T. Rigney wished everyone happy and safe holidays and enjoy the family time.

The next meeting is January 11, 2022.

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 8:01 PM. Seconded by P. Zinman. 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 November, 2021

MOTION to approve the Friends Donation budget transfer

MOTION to approve the Director's vacation carryover

MOTION to accept the MHLS Direct Access Plan

MOTION to adjourn