

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
November 9, 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, Darlene Resling, Thomas Rigney, Karen Twohig, Director Kristen Salierno *ex officio* and Recording Secretary Julie Beyer. Phoebe Zinman 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 October 12, 2021 BOT meeting was made by J. Dolan and seconded by D. Resling with the following amendments: T. Rigney wanted a correction to Sox from Socks. K. Furfey asked to strike “directly from 7 Habits” on page 2. Motion carried.

Financial Report: See attached report.

K. Twohig made a **motion** to accept the Budget vs Actual Financial report for October, 2021 as presented. Seconded by J. Dolan. Motion carried. On a **motion** by K. Furfey and seconded by D. Resling, the Balance Sheet for October, 2021 was accepted as presented. S. Anderson made a **motion** to approve the bill payments for check number 3709 through 3733. Seconded by D. Landau-Flayter and carried. There was a budget transfer, as attached to these minutes. On a **motion** by D. Landau-Flayter and seconded by J. Dolan, the 2021-2022 November budget transfer was approved.

President’s Report: Per T. Rigney there was no report, but it was good to see everyone.

Director’s Report: See attached report.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated orientation seemed to be a worthwhile process. There is an Advocates and Ambassadors webinar tomorrow and the next session for the Trustee Handbook Club will on 11/16 at 5:00 PM. They had a Committee meeting and spoke about EDI

and they will be looking for resources to help guide them as they proceed. J. Conway stated the minutes of the committee meeting didn't reflect the amount of back and forth conversations there were. These can be difficult conversations. Some libraries in CT and NJ offer EDI training to the public as well as library staff.

Building Committee:

J. Dolan stated the committee did not meet. They did have someone to work on the mural, but they backed out. Once they can find someone new, they will have another meeting.

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 have not met again yet.

Planning Committee:

K. Twohig stated the committee met on 10/25 and the minutes are attached. T. Rigney asked if there was a timeline for the Howland Cultural Center's anniversary celebration. J. Dolan stated it will be throughout the entire year with the main focus on the August anniversary date. In regard to the Long Range Plan, a survey to the public was suggested and they will work on it.

Friends Liaison

T. Rigney stated he did not have the opportunity to meet with the Friends last month but is hoping to this month.

New Business:

Director Salierno stated that the Board bylaws have to be reviewed and approved annually. They are currently being worked on, but as of this date have not had any changes, so they just need to be approved as presented. On a **motion** by D. Landau-Flayter and seconded by D. Resling, the Board bylaws were approved as presented. Director Salierno stated that the Board needs to acknowledge the resignation of two employees. On a **motion** by S. Anderson and seconded by K. Twohig, Brittney Siegel's resignation was accepted. On a **motion** by D. Landau-Flayter and seconded by J. Dolan, Manuel Uribe's resignation was accepted. Director Salierno stated Lucy Oakes has been offered the position of Clerk 1 at a rate of \$13.88 per hour. This hire was approved by a **motion** by J. Dolan and seconded by D. Resling. Director Salierno stated that Stephanie Montesanto was interviewed and offered the position of Librarian II, Head of Youth Services at a salary of \$55,000. On a **motion** by J. Dolan and seconded by D. Resling Stephanie Montesanto was hired as Librarian II, Head of Youth Services.

Good and Welfare:

T. Rigney stated the holiday season is approaching and he hopes everyone enjoys their family time. D. Resling stated she will be unavailable for the December meeting. J. Beyer stated she will not be present for the December meeting as well.

The next meeting is December 14, 2021.

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 7:44 PM. Seconded by D. Resling. 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 October, 2021

MOTION to approve the 2021-2022 budget transfer

MOTION to approve the Board bylaws

MOTION to accept Brittany Siegel's resignation

MOTION to accept Manuel Uribe's resignation

MOTION to hire Lucy Oakes as Clerk I

MOTION to hire Stephanie Montesanto as Librarian II, Head of Youth Services

MOTION to adjourn