

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JANUARY 11, 2022**

Call to Order: Tom Rigney called the meeting to order at 7:01 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, Phoebe Zinman, Director Kristen Salierno *ex officio* and Recording Secretary Julie Beyer.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

President Rigney stated the November 9, 2021 minutes were not actually available for the Board to review prior to their approval last month. J. Dolan made a **motion** to rescind her motion to accept the November 9 2021 minutes from the December 14th meeting. Seconded by P. Zinman and carried. A **motion** to approve the minutes of the November 9, 2021 BOT meeting was made by D. Landau-Flayter and seconded by J. Dolan. Motion carried. J. Dolan made a **motion** to approve the December 14th meeting minutes with the addition of the physical location of the power outage in the Building Committee Report. Seconded by K. Twohig and carried.

Financial Report: See attached report.

S. Anderson made a **motion** to accept the Budget vs Actual Financial report for September, 2021 as presented. Seconded by P. Zinman. Motion carried. On a **motion** by J. Dolan and seconded by D. Resling, the Balance Sheet as of January 7, 2022 was accepted as presented. S. Anderson made a **motion** to approve the bill payments for check number 3752 through 3781. Seconded by K. Furfey and carried. There were two budget transfers, as attached to these minutes. There was some discussion regarding the collection of the owed taxes. There was also some discussion regarding presence at Board of Education meetings. On a **motion** by J. Conway and seconded by K. Twohig, 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.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated the handbook series now has an “after party” with answers to questions that were asked after the sessions. It is available online. There is a new Trustee Handbook Book Club Series as follows: January 18 – Budgets & Finance, February 22 – Facilities, March 29 – Policies and Risk Management, April 19 – Ethics & Conflicts of Interest & Intellectual Freedom, Censorship and Privacy, May 3 – Planning & Evaluation and June 14 – PR & Advocacy. These are all from 5 – 6:30 PM online. The committee did not meet.

Building Committee:

J. Dolan stated the committee had an emergency meeting due to the heat issues. They did choose going with repair of the current unit due to cost and the fact that a replacement unit is not available any time soon. She may have to contact a new carpenter for the mural repairs. Rick Price, the artist, has not answered any inquiries from the carpenter J. Dolan had spoken to, and the contractor is not comfortable moving forward without his input. She also thinks he may feel there is more damage and rot than they originally believed. P. Zinman asked if it was expensive to do the repair and J. Dolan said no and that the Friends have offered to pay for it, but it’s just been difficult to get a contractor. Director Salierno stated a photo has been taken. She is not sure it can be digitized, but at least they have it.

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 and received the Director’s self-evaluation.

Planning Committee:

K. Twohig stated the committee has not met but they will and they would like to move forward with a possible community survey.

Friends Liaison

T. Rigney stated he met with President Marcia Frahman and Vice-President Vicki Blucher. They supplied a financial report for the month of December, as attached to these minutes. They are looking into the possibility of accepting credit cards for bookstore purchases. They did commit to supplying monthly financials and having an annual meeting.

New Business:

On a **motion** by K. Twohig and seconded by J. Dolan, the 990 was accepted as prepared.

T. Rigney stated every year the Mid-Hudson Library System Board offers to come to a meeting of the local library trustees. He asked if it was alright to invite them to the February meeting. The Board was agreeable to this.

K. Furfey made a **motion** to accept the Tech Plan, as amended to correct a spelling error. Seconded by D. Resling and carried. Director Salierno stated there were a lot of tech upgrades done last year, but they didn't have a plan. This is one of the recommended documents to have as part of the library's core documents. Some of the goals listed are being worked on and some have already been completed. Discussion occurred regarding measuring goals within the plan as well as community input regarding accessibility and technology in the library.

D. Landau-Flayter made a **motion** to accept the Benefits Proposal as presented. Seconded by P. Zinman and carried. Director Salierno stated this was a critical step forward to recruiting and maintaining talented staff. Multiple Trustees echoed the statement.

D. Resling stated the committee followed the process for the Director's Evaluation as described by the Director. It was a clear and easy process. They read the questions and answered them as a committee. It has been typed up and sent to the Board for their review. On a **motion** by K. Twohig and seconded by D. Resling, the Board entered into executive session to discuss the evaluation of an employee at 8:20. Director Salierno left the meeting room. At 8:30 S. Anderson made a **motion** to adjourn the executive session and resume the regular meeting. Seconded by J. Dolan and carried. Director Salierno rejoined the meeting. J. Conway made a **motion** to accept the annual evaluation of Director Salierno. Seconded by D. Resling and carried. J. Conway said it was an honor to work with the Director. D. Landau-Flayter stated there have been a lot of challenges this year and Director Salierno has met them all. T. Rigney thanked her for all her hard work.

Good and Welfare:

J. Conway stated the winter reading program is very cute and the kids all seem to be enjoying it. Director Salierno stated it is Stephanie Montesanto's first project. She is working on Storytime next.

The next meeting is February 8, 2022.

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 8:36 PM. Seconded by D. Resling. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

MOTION to rescind the motion to accept the November minutes

MOTION to accept the November minutes

MOTION to accept the December minutes

MOTION to accept the Warrants and Claims

MOTION to accept the Financial Report

MOTION to accept the Budget vs Actual Financial

MOTION to approve the 2021-2022 budget transfers

MOTION to accept the Tech Plan

MOTION to accept the Benefits Plan

MOTION to enter into executive session

MOTION to adjourn executive session and resume the regular meeting

MOTION to accept the Director's evaluation

MOTION to adjourn