

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 8, 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, Phoebe Zinman, Director Kristen Salierno *ex officio* and Recording Secretary Julie Beyer. Karen Twohig was excused.

**Votes:** All votes were unanimous, unless otherwise noted.

**Public Participation:** None.

**Guest Speakers:**

Stephanie Montesanto was introduced by Director Salierno. She is the new Department Head for Youth Services. Ms. Montesanto stated it has been a very busy three months since she started. She is using the DC Learn, Play, Create Grant to purchase furniture and STEAM related items. She is meeting with various after school programs. They are reshelving and streamlining storage. She has restarted the virtual storytime and Take and Make packets. She appreciates all the support she has received from the staff and Director.

Rajene Hardeman, trustee for Mid-Hudson Library System, was present. She stated she is a former Howland Public Library Trustee. MHLS is here for the libraries. If there is anything they need assistance with, please feel free to contact her or any one of the trustees. She is on five committees currently. She is on the EDI Taskforce, which was started in 2020 and is moving slowly. This is a complex issue. They will continue to work on identifying areas where they can be helpful to the system libraries and plan to reach out to Boards and Directors. They hope to have a fall conference.

**Reading of the Minutes of the Previous Meeting:**

D. Landau-Flayter made a **motion** to approve the January 11, 2022 meeting minutes. Seconded by J. Dolan and carried.

**Financial Report:** See attached report.

D. Resling made a **motion** to accept the Budget vs Actual Financial report year to date as presented. Seconded by J. Dolan. Motion carried. On a **motion** by J. Conway and seconded by S. Anderson, the Balance Sheet as of February 3, 2022 was accepted as presented. S. Anderson made a **motion** to approve the bill payments for check number 3782 through 3815. Seconded by K. Furfey and carried. There is a budget transfer and budget amendment, as attached to these minutes. There was some discussion of the

use of the new Smart Boards. On a **motion** by P. Zinman and seconded by J. Dolan, the 2021-2022 budget transfers were approved as presented. S. Anderson made a **motion** to approve budget amendment for part of the Jacobson Grant as presented. Seconded by J. Dolan and carried.

**President's Report:**

T. Rigney welcomed R. Hardeman to the meeting. He reminded everyone that it is Advocacy Month, and all trustees should look for opportunities to advocate for the library. He stated it was very nice to meet Stephanie. That position can be an icon in the community.

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

**Unfinished/Committee Reports:**

**Board Development/Policy Committee:**

K. Furfey stated there is an Ask Me Anything Column on the Mid-Hudson Library website. This month's question was regarding Robert's Rules. NYLA will be having Social Media Member Training on 2/23 at 3:00. The new Trustee Handbook Book Club Series is as follows: 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. You can register online. The president of MHLS Board has recommended all library trustees reach out to their local legislators during Advocacy Month. There will be a briefing on Tuesday 2/22 at 2:00 to help walk trustees thru participating in Advocacy Day.

**Building Committee:**

J. Dolan stated the committee did not meet, but the Director did contact her regarding an issue with the front door not working properly. It had to be repaired at a cost of \$2,420.00. The Friends reported hearing odd sounds from the bookstore. Silvestri came in and has to replace the chimney at a cost of \$4,320.00. The mural will be left as it is until the weather is better.

**Finance Committee:**

D. Landau-Flayter stated the committee met and the budget they reviewed will be presented tonight.

**Personnel/Nominating Committee:**

D. Resling stated they met and discussed the upcoming opening on the board. No consensus was reached on a recommendation. They will have an in-person meeting on 2/22.

**Planning Committee:**

In K. Twohig's absence J. Conway reported the committee met virtually to discuss the Long Range Plan. There will be a survey put on the website. They are trying to figure out other places to post it for more access to more people. P. Zinman suggested seeing

if the Recreation Center could put a link on their newsletter and if the schools can send the link with their email blasts. K. Furfey asked if they could advertise in the Beacon Free Press. The Director said they could do a press release stating the link or that they can be picked up in the library. On a **motion** by J. Dolan and seconded by K. Furfey, the survey was accepted with any necessary editorial corrections.

### **Friends Liaison**

T. Rigney stated he received the monthly financial statement for January 2022 from the Friends. They have a balance of \$12,273.20.

### **New Business:**

J. Dolan made **motion**, seconded by S. Anderson, that the Board pass the Tax Cap Override Resolution for 2022 as attached to these minutes. T. Rigney called to poll the Board. Votes as follows: Sam Anderson -aye, Jessica Conway - aye, Jan Dolan - aye, Diane Landau-Flayter - aye, Kathleen Furfey - aye, Darlene Resling - aye, Thomas Rigney -aye, Phoebe Zinman – aye. Motion carried.

Director Salierno presented the 2022-2023 Proposed Budget and reviewed all the changes. This is with a proposed 5% increase, which amounts to \$61,069.00. **Motion** made by D. Landau-Flayter to accept this proposed budget. Seconded by P. Zinman. T. Rigney called to poll the Board. Votes as follows: Sam Anderson -aye, Jessica Conway - aye, Jan Dolan - aye, Diane Landau-Flayter - aye, Kathleen Furfey - aye, Darlene Resling - aye, Thomas Rigney -aye, Phoebe Zinman – aye. Motion carried.

On a **motion** by S. Anderson and seconded by D. Landau-Flayter the Notice of Special Meeting, Budget Vote, and Election of Trustees was accepted as presented and attached to the minutes.

A letter of resignation from J. Dolan was accepted, with regrets, on a **motion** by D. Resling and seconded by J. Conway. T. Rigney stated she will be missed. Her time on the Board has been greatly appreciated. T. Rigney stated that there were adjustments to some committees due to the loss of a trustee. S. Anderson was put on the Building Committee and will be the new chairperson. K. Twohig has asked to be taken off the Personnel Committee and will be moving on to the Building Committee. The Planning Committee will stay with just K. Twohig and J. Conway. There was some discussion regarding the vacancies on the Board and the results of the Personnel Committee meeting. It was decided to leave the vacancy at this time and the Board will need to find people willing to run for trustee positions in the April election.

### **Good and Welfare:**

No one had anything to add.

The next meeting is March 8, 2022.

### **Adjournment:**

D. Landau-Flayter made a **motion** to adjourn at 8:45 PM. Seconded by D. Resling. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

**MOTION** to accept the January 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 transfer

**MOTION** to approve the budget amendment

**MOTION** to accept the survey from the Planning Committee

**MOTION** to pass the tax cap override

**MOTION** accept the proposed 2022-2023 budget

**MOTION** to accept the budget/election resolution

**MOTION** to accept J. Dolan's resignation letter

**MOTION** to adjourn