

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 13, 2022**

Call to Order: Tom Rigney called the meeting to order at 7:05 PM.

Pledge of Allegiance

Roll Call of Members:

Greta Byrum, Jessica Conway, Diane Landau-Flayter, Kathleen Furfey, Thomas Rigney, Brooke Simmons, Jeffrey Yang, Phoebe Zinman, Director Kristen Salierno *ex officio* and Recording Secretary Julie Beyer. Sam Anderson was excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

D. Landau-Flayter made a **motion** to approve the August 9th, 2022 meeting minutes. Seconded by J. Conway and carried.

Financial Report: See attached report.

P. Zinman made a **motion** to accept the Budget vs Actual Financial report for August, 2022 as presented. Seconded by G. Byrum. P. Zinman asked how many branches are fines free and how that is determined. K. Salierno stated at least 30 libraries in the system are fines free and it is up to each library. T. Rigney stated this has been something that has been on the radar to do for a long time and he's glad it's finally happening. Motion carried. On a **motion** by K. Furfey and seconded by J. Yang, the Balance Sheet as of September 8, 2022 was accepted as presented. J. Yang made a **motion** to approve the bill payments for check number 4074 through 4123. Seconded by P. Zinman and carried. D. Landau-Flayter made a **motion** to approve the Budget Transfers for 2021-2022 as presented. Seconded by B. Simmons and carried. On a **motion** by J. Conway and seconded by J. Yang, the budget adjustment request for the Friends donation was accepted. P. Zinman made a **motion** that was seconded by K. Furfey to approve the budget adjustment request and assignment of funds for the Dutchess County Grant. On a **motion** by J. Yang and seconded by D. Landau-Flayter, the assigned Funds Adjustment was approved. B. Simmons asked for an explanation of the Helen Savoit funds. T. Rigney and K. Salierno supplied information regarding past practices and what some of the original paperwork that K. Salierno found states. This will be something the Planning Committee will be working on.

President's Report:

T. Rigney stated he did not have a prepared report for the month. He has been reflecting on libraries in the news around the county. It reminds him of the Board's responsibility to make sure all patrons have access to all the information in the library.

Director's Report: See attached report.

T. Rigney congratulated the Battle of the Books team.

Director Salierno asked that all trustees complete their sexual harassment training. She will have Lauren check to see who she hasn't received it from.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated the committee did not meet. Rebekkah Smith Aldrich has an "Ask me Anything" and this month is about who drafts policies, the trustees or the director. (The answer is the director.) There is a checklist in the handbook for trustees to follow as well. There are trustee tips of the month and this month's was regarding providing services to all people, including those with disabilities. The Fall series schedule has been sent to all trustees. On October 7th at 9:30 AM there is an EDI Mini-Conference. The 63rd Mid-Hudson Library System Annual Membership Meeting is on Friday October 21st with a business meeting at 10 AM and a keynote speaker at 11 AM.

Building Committee:

In S. Anderson's absence T. Rigney stated that they need to arrange a meeting. They haven't worked on the policy yet because they haven't had a meeting again yet.

Finance Committee:

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

Personnel/Nominating Committee:

There was no report at this time.

Planning Committee:

J. Conway stated the committee did not meet yet. They are planning on participating in Spirit of Beacon Day on September 24th. K. Salierno stated that the library usually asks some trustees to help man the library table that day as well. B. Simmons suggested picking one thing to have everyone focus on to highlight to get people engaged that day instead of throwing out a lot of different information that may get forgotten once they move away. There are things such as the LOT or the digital navigators.

Friends Liaison

T. Rigney stated he did not meet with the Friends this month and they sent the wrong report to the board, so next month they should have August and September to review. They are working on a meeting time to work on their bylaws.

Ad Hoc – EDI Committee

P. Zinman is happy to be asked to be the chair of this committee. She will set up a meeting time.

J. Yang asked about the Procurement Policy. K. Salierno stated they have the rough copy, but some of it contradicted other existing policies, so it needs to go before the attorney and have some more work done to it.

New Business:

On a **motion** by D. Landau-Flayter and seconded by P. Zinman, Brian Sullivan was approved for provisional appointment as the Library Assistant for Youth Services, full-time, effective September 19, 2022 at a salary of \$36,000.00. Motion carried.

Good and Welfare:

T. Rigney stated he was appointed as the Supervisor of Special Education. It will keep him very busy until he settles in and then things should even out again.

P. Zinman asked for good thoughts from everyone tomorrow as her cat is having surgery.

B. Simmons stated things with I Am Beacon are very busy with the start of school. They are going to celebrate the mural that they did and the cross country walk/bike trip that her sister did. They are also planning a gala on October 7th. She will send information to everyone on this.

D. Landau-Flayter said she would not be at the October meeting, as she will be in Iceland.

The next meeting is October 11th, 2022.

Adjournment:

P. Zinman made a **motion** to adjourn at 8:19 PM. Seconded by J. Conway. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

MOTION to accept the minutes

MOTION to accept the bill payments

MOTION to accept the Balance Sheet

MOTION to accept the Budget vs Actual Financial

MOTION to approve the Budget Transfers for 2021-2022 as presented

MOTION to approve the budget adjustment request for the Friends donation

MOTION to approve the budget adjustment request and assignment of funds for the Dutchess County Grant

MOTION to approve the assigned Funds Adjustment

MOTION to appoint Brian Sullivan was approved for provisional appointment as the Library Assistant for Youth Services

MOTION to adjourn