

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 8, 2022**

Call to Order: Tom Rigney called the meeting to order at 7:04 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:

J. Conway made a **motion** to approve the October 11, 2022 meeting minutes. Seconded by J. Yang and carried.

Financial Report: See attached report.

D. Landau-Flayter stated that the audit is complete. The Board will have to decide if they need Brent from the CPA's office to come in to talk to them. There have been some GASB changes for accounting for leases that they may be interested in. P. Zinman made a **motion** to accept the Budget vs Actual Financial report year to date as presented. Seconded by G. Byrum. Motion carried. On a **motion** by J. Yang and seconded by K. Furfey, the Balance Sheet as of November 3, 2022 was accepted as presented. K. Furfey made a **motion** to approve the bill payments for check number 4162 through 4193. Seconded by D. Landau-Flayter and carried. There is a budget transfer and budget amendment, as attached to these minutes. On a **motion** by P. Zinman and seconded by J. Yang, the Budget Transfers for 2022-2023 - November 2022 Meeting were approved as presented. There was much discussion regarding creating an assigned fund for technology replacements as well as the fund balance in general. D. Landau-Flayter made a **motion** to approve the Assigned Funds Adjustment - September 2022 Meeting as presented. Seconded by P. Zinman and carried.

President's Report:

T. Rigney stated Election Day is always a reminder to him that the Trustees are elected officials and it is a great responsibility. He hopes everyone got out to vote. He is grateful to have been elected and entrusted.

He volunteered for the Beacon Bonfire event. It is a terrific community event. There are a lot of wonderful surprises and resources in Beacon.

Director's Report: See attached report.

K. Salierno stated if any of the trustees had not done their Sexual Harassment Training yet, it does need to be done, as it is a State requirement.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated the MHLS online training will continue as well as being in person. The Tip of the Month was in regard to the Conflict of Interest Statement. If a library's was done before 2014 it will have to be reviewed. Howland's was done in 2017. The Ask Me Anything for the month discussed what libraries fall under the 2% tax cap requirement. The committee did not meet. J. Conway asked where she could find more information regarding the differences in libraries. K. Salierno stated there is some information in the Public Library District Tool Kit. She also stated they have started school visits again.

Building Committee:

K. Salierno stated there was a roof inspection. There are four spots to be patched and a few general areas to be caulked. The general membrane is looking shabby and starting to look worn. The patching will be done before winter.

Finance Committee:

D. Landau-Flayter stated the committee did not meet.

Personnel/Nominating Committee:

P. Zinman stated the committee did not meet.

Planning Committee:

J. Conway stated the committee did not meet.

Friends Liaison:

T. Rigney stated he received the monthly financial statement for the month from the Friends. The door repair should be done on Wednesday. J. Conway asked what their average income was and K. Salierno stated it is usually somewhere between \$1200 to \$2000. T. Rigney shared that they had drafted updated bylaws, but still need to have a meeting to accept them before they give them to the trustees.

Ad-Hoc – EDI Committee:

P. Zinman stated a committee meeting has been delayed due to illness. They are working on setting a date for the first meeting. T. Rigney stated he would like to see one done in November if possible. P. Zinman stated she is hoping for two before the end of the year. G. Byrum stated she will forward additional information for a workshop she attended that was a state workshop on unifying EDI.

New Business:

G. Byrum made **motion**, seconded by J. Conway, to hire Evelyn Quinlan as a Library Assistant – part-time Technology Department. G. Byrum asked about her training. K. Salierno stated she will get some in-house training and she also has first aid experience, which is a big advantage.

There was a lot of discussion regarding going fines free. K. Salierno stated there are 46 libraries out of 66 that have already gone fines free. There are five others that have no fines for children's books. There is material showing that fines are a barrier to service and can prohibit people from coming back. This will not affect people having to replace lost or damaged materials. This is a two-fold request from the director as she would also like to drop all the existing fines. On a **motion** by D. Landau-Flayter and seconded by J. Conway, Howland Public Library going fines fee effective January 1, 2023. P. Zinman asked if there was a way to publicize this. K. Salierno stated that she will work with M. Rivas and K. Charles-Scaringi to get info out. B. Simmons asked if there was any data on what to expect from going fines free. K. Salierno stated there are reports that show there is really no difference in the time it takes people to return items. If they are very overdue they will still get notices and an invoice if it is over 30 days old. Lost and damaged items will still have to be paid for. B. Simmons stated she believes clarity in the information going out to people is paramount. On a **motion** by P. Zinman and seconded by G. Byrum fines will start to be cleared from all accounts for Howland Public Library items starting approximately two weeks before 1/1/23.

Good and Welfare:

G. Byrum stated she had been to a workshop on digital equity planning. She had a great conversation with K. Charles-Scaringi as well. G. Byrum stated this is an area that they foresee getting additional funding.

J. Beyer stated she will not be at the next meeting due to a conflict with the election at her other job. She wished everyone happy holidays.

The next meeting is December 13, 2022.

Adjournment:

P. Zinman made a **motion** to adjourn at 8:26 PM. Seconded by D. Landau-Flayter. Motion carried.

Respectfully submitted,

Julie J. Beyer, Recording Secretary

MOTION to accept the minutes

MOTION to accept the Budget vs Actual Financial

MOTION to accept the Financial Report

MOTION to accept the Warrants and Claims

MOTION to approve the budget transfer

MOTION to approve the assigned funds adjustment

MOTION to approve the hiring of Evelyn Quinlan

MOTION to approve the Howland Public Library going fines fee effective January 1, 2023

MOTION to approve clearing fines from all accounts for Howland Public Library items starting approximately two weeks before 1/1/23

MOTION to adjourn