

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 14, 2022**

Call to Order: Tom Rigney called the meeting to order at 7:07 PM.

Pledge of Allegiance

Roll Call of Members:

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

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 January 10, 2023 BOT meeting was made by D. Landau-Flayter and seconded by S. Anderson. Motion carried.

Financial Report: See attached report.

P. Zinman made a **motion** to accept the Budget vs Actual Financial report for January, 2023 as presented. Seconded by G. Byrum. Motion carried. On a **motion** by S. Anderson and seconded by J. Conway, the Balance Sheet for January 2023 was accepted as presented. D. Landau-Flayter made a **motion** to approve the bill payments for check numbers 4267 through 4317. Seconded by S. Anderson and carried. There was a budget adjustment for \$2,700.00 for the Friends donation that was approved on a **motion** from D. Landau-Flayter and seconded by S. Anderson. There was a budget transfer, as attached to these minutes. On a **motion** by J. Conway and seconded by D. Landau-Flayter, the "2022-2023 February 2023 Meeting" was approved to reflect the adjustments. There was a budget adjustment for the Digital Navigators in the amount of \$900.00 that was approved on a **motion** by G. Byrum and seconded by P. Zinman. A **motion** was made by D. Landau- Flayter to approve a budget adjustment for the Jacobson Grant. Seconded by G. Byrum and carried. On a **motion** by P. Zinman and seconded by G. Byrum, a budget adjustment in the amount of \$400.00 was made for the MHLS Scholarship. Motion carried.

President's Report: Per T. Rigney there's no report, but a few remarks. There has been a lot of activity and things are getting done. He thanked everyone for their hard work in the committees.

Director's Report: See attached report.

Director Salierno wanted to stress the importance of Advocacy Day. Advocacy is an important part of being a trustee and if anyone can be there, it would be great. She will forward information as it comes in. D. Landau-Flayter stated the Governor needs to hear from libraries this year.

Unfinished/Committee Reports:

Board Development/Policy Committee: See attached report.

K. Furfey stated Advocacy Day is very interesting if anyone can attend. P. Zinman asked if there were trustee workshops listed somewhere. K. Furfey said the January MHLS newsletter had the dates. The classes are 1.5 hrs long and all trustees need 2 hrs of annual training. Director Salierno stated the Niche Academy will also have pre-recorded, on demand training.

Building Committee: See attached report.

S. Anderson stated the big item they were working on is the Procurement Policy. Once that is passed they will be able to move forward. They are working on a "road map" of the new building project with a timeline. The status of the mural is still up in the air.

Finance Committee: See attached report.

D. Landau-Flayter stated the committee recommends the Board vote to approve the budget as proposed.

Personnel/Nominating Committee:

P. Zinman stated she did not get the flyer for recruiting trustee candidates done in time for the meeting, but she will circulate it to the Board prior to sending it out. She stated the committee recommends leaving T. Rigney's position vacant until the election. They will be sending out a spreadsheet regarding groups they have done outreach to so if anyone has additional suggestions, they can be added.

Planning Committee: See attached report.

J. Conway stated they had a great committee meeting. They have started talking about the Long Range Plan and thinks they need to participate in the building project "road map". Once the LRP is reviewed by the Director, it will be sent out to the Board.

Friends Liaison : See attached report.

T. Rigney stated he had not met with the Friends last month. They did submit their financials for January 2023 and he did ask about the shopping bag expense. He is still waiting for a response.

Ad Hoc – EDI: See attached report.

P. Zinman stated the next meeting is February 17th. J. Conway stated the Planning Committee would like feedback from this committee regarding the Long-Range Plan. Director Salierno stated the Staff IDEAS Collective Committee would be happy to share information as they move forward as well.

New Business:

On a motion by D. Landau-Flayter and seconded by P. Zinman, Megan McGuinness was appointed as Library Clerk 1 – part time effective January 24, 2023 and Lucy Oakes resignation as Library Clerk 1 – part time was accepted effective February 10, 2023. The Inventory List for Disposal was accepted on a motion by D. Landau-Flayter and seconded by S. Anderson. The resolution for the Purchasing Contracts, as attached to these minutes, was accepted on a motion by J. Conway and seconded by P. Zinman. On a motion by K. Furfey and seconded by D. Landau-Flayter, the Procurement Policy was approved as presented. P. Zinman made a motion to dissolve the COVID Temporary Policy. Seconded by G. Byrum and carried. G. Byrum made a motion to dissolve the COVID Service Tiers. Seconded by D. Landau-Flayter and carried. On a motion by J. Conway and seconded by P. Zinman, the Telecommuting Policy was approved. P. Zinman made a motion to adopt the NYS COVID Sick Leave Policy. Seconded by D. Landau-Flayter and carried. S. Anderson made a motion for the Tax Cap Override Resolution – 2023 as attached to these minutes. Seconded by D. Landau-Flayter. President Rigney polled the Board: S. Anderson – aye, G. Byrum – aye, J. Conway – aye, D. Landau-Flayter – aye, K. Furfey – aye, P. Zinman – aye, President Rigney – aye. Motion carried. S. Anderson made a motion to accept the 2023-2024 Budget as proposed. Seconded by G. Byrum. President Rigney polled the Board: S. Anderson – aye, G. Byrum – aye, J. Conway – aye, D. Landau-Flayter – aye, K. Furfey – aye, P. Zinman – aye, President Rigney – aye. Motion carried. J. Conway made a motion to pass the Notice of Special Meeting, Budget Vote and Election of Trustees Resolution, as attached to these minutes. Seconded by D. Landau-Flayter and carried.

At 8:04 PM, S. Anderson made a motion to enter into executive session to discuss the employment of a specific employee. Seconded by P. Zinman. Director Salierno was excused from the meeting room. At 8:12 PM G. Byrum made a motion to adjourn the executive session and resume the regular meeting. Seconded by D. Landau-Flayter and carried. Director Salierno rejoined the meeting. As a result of the executive session, the following motion was made by S. Anderson – motion to accept the annual evaluation of the Director. Seconded by P. Zinman and carried. T. Rigney stated the Board is incredibly grateful for the directorship and leadership of K. Salierno. She is a pleasure to work with and truly cares about the stakeholders.

Good and Welfare:

K. Furfey thanked Director Salierno for her patience and perseverance during the Procurement Policy project.

G. Byrum stated she is working on a digital equity planning program. There will be regional conventions and one will be in Mid-Hudson to discuss what is needed for digital equity. It will be in March and she encourages everyone to attend. All the data will be fed into the State Digital Equity Plan to help fund these types of things.

T. Rigney is playing at Dogwood next Thursday, one solo set and one with the band.

P. Zinman went to the Beacon Prison Book Project last week. She spoke with people who are involved in several different groups. They all asked if the new library would have community space. J. Conway said she isn't sure what she should be saying about the building project at this time. T. Rigney said all the conversations they have had are

all open to the public. G. Byrum suggested sharing more about the condition of the current building prior to announcing the plan for a new one. T. Rigney stated once the RFP is in place and the property evaluation is done it will be more visible to everyone that there are issues here. K. Furfey suggested starting an ad-hoc committee to start moving forward. J. Conway would love to hear from some trustees who have done building projects.

The next meeting is March 14, 2023.

Adjournment:

D. Landau-Flayter made a **motion** to adjourn at 8:32 PM. Seconded by P. Zinman. 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 November, 2021

MOTION to approve the budget transfers

MOTION to approve the budget amendments

MOTION to approve April 27 as the date for the board election and budget vote.

MOTION to adjourn