

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

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

Pledge of Allegiance

Roll Call of Members:

Samuel Anderson, Jessica Conway, Greta Byrum, Diane Landau-Flayter, Kathleen Furfey, Thomas Rigney, Brooke Simmons, Phoebe Zinman, and Director Kristen Salierno ex officio were present. Jeffrey Yang was excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

S. Anderson motioned to approve the November 8, 2022 meeting minute. D. Landau-Flayter seconded the motion which was carried.

Financial Report: See attached report.

G. Byrum made a motion to accept the Budget vs. Actual Financial report to date as presented. This was seconded by P. Zinman and carried. On a motion by S. Anderson and seconded by J. Conway, the Balance Sheet as of December 8, 2022 was accepted as presented. D. Landau-Flayter made a motion to approve the bill payments for check numbers 4194 through 4236. This was seconded by S. Anderson and the motion was carried.

President's Report:

T. Rigney explained that he would eventually be moving from Beacon and would resign his presidency in March with the hope that there would be a smooth transition. He stated that it has been an honor to be involved with the library and is confident as we move onto future plans.

Director's Report: See attached report.

Positive comments were made regarding G. Esposito's report of a patron admiring the library's expanded collection.

T. Rigney stated in regard to salary increases that living expenses were rising and that the library must have a competitive schedule so as not to lose employees.

Committee Reports:

Board Development/Policy Committee:

K. Furfey referenced MHLS Board President R. Swierat's statement about trustee roles. G. Esposito's letter in the December 6 weekly bulletin about her conference attendance was cited. Also, the participation of board members in continuing education will be required as of January, 2023. There will be new workshops available under the banner of Trustee Handbook Club. Other series will begin in the spring.

Building Committee:

S. Anderson said he will be scheduling a meeting soon.

Finance Committee:

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

Personnel/Nominating Committee:

P. Zinman stated that the Director's evaluation will be presented at the January board meeting, The 2021 form will be used. The committee will meet on January 5, 2023 at 5:30 to discuss the transition plan for board presidency.

Planning Committee:

J. Conway stated that the committee did not meet.

Friends' Liaison:

T. Rigney will be sending a holiday card to the Friends as an acknowledgement of their poinsettia gift. Attendance at their holiday party was not possible due to work schedules. G. Byrum asked if the new board president would automatically have the role of liaison. This is not necessarily so and will be discussed at the next Personnel Committee meeting.

Ad Hoc- EDI Committee:

P. Zinman stated that the committee met with the staff EDI committee chair to brainstorm the role of the board. Also discussed was the name and agenda of the committee as it moves forward in the most effective manner. The next meeting will be on January 5, 2023 at 4:30 PM.

New Business:

S. Anderson motioned to accept K. Salierno's request to carry over unused vacation time into the next year. G. Byrum seconded and the motion was carried.

K. Salierno presented a schedule reflecting wage increase for clerks and aides. (See attached report). The board agreed that there should be a difference in salaries depending on roles. J. Conway then asked if the library has funds to raise the clerk salary to \$15. Per hour and the aide salary to \$14.35 per hour now rather than waiting for the proposed schedule to begin in July. Director K. Salierno stated that it was possible. G. Byrum motioned to raise the scheduled salary to \$15./\$14.35 and B. Simmons seconded the motion which carried.

G. Byrum shared that the NYLS is developing a tool kit to help with DEI concerns. Webinars and other material will be available soon.

Good and Welfare:

T. Rigney discussed his resignation from the board and his move out of Beacon. He reminded us that we are elected as board members for the purpose of looking after the welfare of our community.

P. Zinman announced she is enrolled in a graduate school program to earn her MSW.

Director K. Salierno wished everyone a happy holiday and is looking forward to the new year.

Adjournment:

J. Conway motioned to adjourn the meeting at 7:55 PM. D. Landau-Flayter seconded the motion which was carried.

Respectfully submitted,

Kathleen Furfey Board Secretary

MOTION to accept the minutes

MOTION to accept the Budget vs. Actual Financial

MOTION to accept Balance Sheet

MOTION to accept Bill Payments

MOTION to accept request Carry Over unused vacation time

MOTION to approve staff salary increase

MOTION to adjourn