

HOWLAND PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
October 10, 2023

Call to Order: D. Landau-Flayter called the meeting to order at 7:03 PM.

Pledge of Allegiance

Roll Call of Members:

Jessica Conway, Diane Landau-Flayter, Kathleen Furfey, Emily Pullen, Joseph Vergolina, Jeffrey Yang, Acting Director Kristin Charles-Scaringi *ex officio* and Recording Secretary Julie Beyer. Elizabeth Murphy, Brooke Simmons, and Phoebe Zinman were excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None

Guest Speakers: None

Reading of the Minutes of the Previous Meeting:

E. Pullen made a **motion** to accept the September 12, 2023 meeting minutes. Seconded by J. Yang and carried.

On a **motion** by J. Conway and seconded by K. Furfey the agenda has been amended to add acceptance of the 2023 year end financials to New Business. Motion carried.

Treasurer's Report: See attached report.

K. Furfey made a **motion** to accept the Budget vs Actual for September 2023 as presented. Seconded by J. Vergolina. Motion carried. On a **motion** by J. Conway and seconded by K. Furfey the Balance Sheet Financial Report was accepted. The **motion** to accept the warrants and claims for vouchers with check numbers 4597-4642 for the month was made by J. Vergolina and seconded by J. Yang. Motion carried. E. Pullen asked if anyone knew when E. Murphy was scheduled to do the vouchers because she would do them as E. Murphy did them for her this month. K. Charles-Scaringi will look into it. J. Vergolina stated he is doing it next month and is unsure of what to do. K. Charles-Scaringi stated Lauren Coupe would walk him through it. The request for the October 2023 budget transfer was approved on a **motion** by K. Furfey and seconded by E. Pullen. The budget amendment was approved on a **motion** by K. Furfey and seconded by J. Vergolina. There was a budget transfer report from the Director, which was reviewed by the Board.

President's Report: See attached report.

Director's Report: See attached report.

Acting Director's Report: See attached report.

Old Business/Committee Reports:

Board Development/Policy Committee:
There was no report at this time.

Building Committee:
K. Furfey had no report at this time.

Finance Committee:

J. Yang stated there was no report at this time.

Personnel/Nominating Committee: See attached report.

E. Pullen stated they have conducted the first round of interviews. There were eight of them. Some were very good, so they have been asked back for a second round. They did go off the list and that seemed to work in their favor as well. As they move forward they will need to decide what their priorities are as they know no one will check all the boxes. It has been a very uniform process. The committee also has reviewed the 2 contract extensions for the Acting and Interim Directors and they do recommend accepting them. J. Yang asked if there was a different set of questions for the second round and E. Pullen said yes. J. Conway asked if it was the same people doing the interviews as the first time. E. Pullen said yes, but they are adding a staff member. K. Charles-Scaringi stated P. Zinman has spoken with the staff and if they have questions they can bring them to her as well.

Planning Committee:

J. Conway stated the committee didn't meet.

Friends Liaison Report:

There was no report at this time.

Ad-Hoc EDI Committee:

There was nothing to report.

New Business:

J. Conway made a **motion** to accept the appointment of Annabelle Notarthomas as a library Page effective 9/12/23. Seconded by J. Yang and carried.

On a **motion** by E. Pullen and seconded by K. Furfey, Mei Fung has been appointed as Library Clerk Full Time. Motion carried.

E. Pullen made a **motion** to accept the contract extensions of both Kristen Salierno and Kristin Charles-Scaringi. Seconded by J. Yang and carried.

J. Yang made a **motion** to correct the February 2023 minutes to read "February 2023" not "February 2022" Seconded by J. Vergolina. Motion carried.

On a **motion** by J. Conway and seconded by J. Yang the assigned funds were approved as presented.

Good and Welfare:

K. Furfey stated the Banned Books display and video are very good. K. Charles-Scaringi said she will let Michelle Rivas know. K. Furfey stated M. Rivas also did a great job setting up the Spirit of Beacon booth. The Mayor stopped by to thank the Board for all they do.

J. Vergolina said it was a bucket list item to participate in the parade like he did. He also said he just published a collection of short stories that is available on Amazon called "War is Coming".

Agenda for November 14th Board Meeting to start at 7:00 PM:

Adjournment:

J. Yang made a motion to adjourn at 8:01 PM. Seconded by J. Vergolina and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

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MOTION to accept the minutes

MOTION to amend the agenda

MOTION to accept the Budget vs. Actual

MOTION to accept the Balance Sheet

MOTION to accept the claims warrants

MOTION to approve the budget transfer/amendment

MOTION to accept the appointment of Annabelle Notarthomas

MOTION to accept the appointment of Mei Fung

MOTION to extend K. Salierno and K. Charles-Scaringi's contract agreements until the year end

MOTION to correct the February meeting date

MOTION to accept the 2023 year end financials as presented

MOTION to adjourn

Attachments