

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JUNE 20, 2023**

Call to Order: D. Landau-Flayter called the meeting to order at 7:01 PM.

Pledge of Allegiance

Roll Call of Members:

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

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None.

Guest Speakers: None.

Reading of the Minutes of the Previous Meeting:

The minutes from the May 9, 2023 was approved on a **motion** by J. Conway and seconded by S. Anderson.

Financial Report: See attached report.

P. Zinman made a **motion** to accept the Budget vs Actual Financial report for May, 2023 as presented. Seconded by B. Simmons. Motion carried. On a **motion** by K. Furfey and seconded by S. Anderson, the Balance Sheet for May 2023 was accepted as presented. S. Anderson made a **motion** to approve the bill payments for check numbers 4428 through 4490. Seconded by J. Conway and carried. The budget transfer for 2022-2023 June 2023 meeting were approved on a **motion** by J. Yang and seconded by S. Anderson. The budget adjustment request from June 2023 for the Friends Donation that was accepted on a **motion** by K. Furfey and seconded by B. Simmons.

President's Report: There was no report.

Director's Report: See attached report.

Director Salierno stated she has done two interviews today and there are three tomorrow for clerk positions. She hopes to have three people hired by the end of next week. P. Zinman asked about the difference in the 2022 vs. 2023 stats. The Director said that 2022 is for the full year and 2023 is for the year to date.

Unfinished/Committee Reports:

Board Development/Policy Committee:

K. Furfey stated there was a webinar today regarding budgeting and finance. The next one will be in August. The “Question of the Month” was regarding when minutes need to be done and the answer was that a draft needs to be done within two weeks of the meeting. The Ask Me Anything question was regarding who drafts policies and the answer was usually the Director. The new trustee orientation will be Tuesday, 6/27 from 12 to 12:30 PM. There will be a three month mandatory follow up based on the answers from the trustee evaluation.

Building Committee: No report. S. Anderson stated they have not met. He has not heard from Rick Price regarding the mural. He is also putting together a document for whoever takes up the Building Committee in July. He did ask about the HVAC issues. Director Salierno confirmed there is an issue with the main unit and she is looking into the situation and solutions.

Finance Committee: See attached report.
D. Landau-Flayter stated the committee has not met.

Personnel/Nominating Committee:
P. Zinman stated there is no report. They will be meeting on Thursday and she encouraged everyone to attend ex-officio. It is at 10:30 AM and there is a lot to do.

Planning Committee: No report.
J. Conway stated they had a meeting to review the long range plan. They will need to schedule a meeting in July.

Friends Liaison : See attached report.
D. Landau-Flayter will send them an email to introduce herself as she will be the liaison moving forward. J. Conway asked S. Anderson to consider spending some time with the Friends as he is a known face to them.

Ad Hoc – EDI: No report.
P. Zinman stated they had to cancel the last meeting. They will wait until the new committee assignments are done so they can have a full committee. D. Landua-Flayter appointed J. Conway to the committee so that they had enough people. They will schedule a meeting to finish up what they were working on.

New Business:

K. Furfey made a **motion** to approve the 2023-2024 Board Meeting Schedule. Seconded by J. Conway. After some discussion the April meeting date was proposed to be changed to the 16th. K. Furfey amended her **motion** and P. Zinman seconded. Motion carried.
On a **motion** by K. Furfey and seconded by J. Yang, the 2023-2024 Claims Audit schedule was approved.
S. Anderson made a **motion** to approve the Board Self-Evaluation. Seconded by P. Zinman and carried. She also thanked K. Furfey for all of her work on this. K. Furfey thanked everyone for putting in time on this. She asked if there was any way to make all

the Board members aware of committee meetings and when they are scheduled or cancelled. P. Zinman suggested using the calendar in the Office program. Director Salierno stated it is on the Library calendar online. B. Simmons suggested trying to be consistent about when meetings are scheduled. She also asked if they could have a workshop time to organize things. J. Beyer mentioned in the past Rebekkah Smith Aldrich had come in early to a meeting for a training session. B. Simmons stated the August meeting may be a good time to do something like that.

P. Zinman made a **motion** to accept G. Byrum's letter of resignation. Seconded by J. Yang and carried. P. Zinman stated she spoke with G. Byrum and understands that most trustees have a difficult first year. Maybe there should be a way to vocalize that to incoming trustees. S. Anderson stated the slow moving bureaucracy is difficult to get used to. J. Conway said the first year of learning does seem to go very slowly. B. Simmons stated there is so much the trustees should be doing, but they need it to be clear as to what their role is.

J. Conway made a **motion** to accept Kristen Salierno's resignation. She is sad to have to do this. Seconded by S. Anderson and carried. J. Conway asked if there was some sort of exit interview process. Director Salierno stated for staff under her, yes, but not for her position.

S. Anderson made a **motion** to accept the resignation of Gabrielle Esposito. Seconded by P. Zinman and carried.

Good and Welfare:

K. Furfey stated they had discussed this being the part of the meeting where they would discuss any webinars or training they had attended. No one had any at this point. She also said she was happy to see the participation in the Juneteenth Celebration. J. Conway stated the Pride Celebration was great as well. P. Zinman stated she was approached by someone regarding HV Libraries Air Quality Network. They are working to install an air quality monitor. Director Salierno asked that she have them send any information they have directly to her. B. Simmons said her daughter graduated from 5th Grade. K. Furfey's grandson graduated from pre-K. J. Yang thanked S. Anderson for his work on the Board.

The next meeting is July 11, 2023.

Adjournment:

S. Anderson made a **motion** to adjourn at 8:04 PM. Seconded by J. Yang. 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

MOTION to accept the budget transfer for 2022-2023 June 2023 meeting

MOTION to accept the budget adjustment request from June 2023

MOTION to approve the 2023-2024 Board Meeting Schedule

MOTION to accept the 2023-2024 Claims Audit schedule

MOTION to approve the Board Self-Evaluation

MOTION to accept G. Byrum's letter of resignation

MOTION to accept Kristen Salierno's resignation

MOTION to accept the resignation of Gabrielle Esposito

MOTION to adjourn