

**HOWLAND PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
August 8, 2023**

Call to Order: D. Landau-Flayter called the meeting to order at 7:04 PM.

Pledge of Allegiance

Roll Call of Members:

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

K. Furfey made a **motion** to accept the July 11th, 2023 meeting minutes, as amended to correct names. Seconded by P. Zinman and carried.

Treasurer's Report: See attached report.

E. Pullen asked if there was a large one time payout from the Adult Programming line. K. Salierno stated Gabi was asked to pre-purchase needed items for Adult programming before she left. P. Zinman made a **motion** to accept the Budget vs Actual for July 2023 as presented. Seconded by E. Pullen. Motion carried. On a **motion** by P. Zinman and seconded by J. Yang the Balance Sheet Financial Report was accepted. The **motion** to accept the warrants and claims for vouchers with check numbers 4523-4559 for the month was made by J. Yang and seconded by K. Furfey. The request to do assigned fund adjustments was approved on a **motion** by B. Simmons and seconded by E. Pullen. There was a budget transfer report from the Director for under \$2,000.00 for the year end clean up.

President's Report: See attached report. D. Landau-Flayter stated a card on behalf of the Board was sent to Rebekkah Smith Aldrich for the loss of her mother.

Director's Report: See attached report. K. Salierno stated the request to hire an Adult Service Librarian provisionally off the list has been approved.

Old Business/Committee Reports:

Board Development/Policy Committee:

B. Simmons said she will be scheduling a meeting in the near future. P. Zinman stated that since they don't have a director at the moment, the only committee that can really meet is Personnel so there is no rush. Once there is a director in place they will re-structure the Policy and Personnel committees.

Building Committee:

K. Furfey has not yet received information from S. Anderson as to the last status of this committee. D. Landau-Flayter will reach out to him.

Finance Committee:

J. Yang stated they did not meet.

Personnel/Nominating Committee: See attached report.

P. Zinman said they did receive a lot of information from L. Coupe that they still need to review. They hope to make a recommendation at the next meeting.

Planning Committee:

J. Conway stated the committee didn't meet.

Friends Liaison Report: see attached report.

B. Simmons said she has a tentative meeting set to meet with them in August.

Ad-Hoc EDI Committee:

P. Zinman stated there was nothing to report.

New Business:

P. Zinman made a **motion** to accept the retirement resignation from Barbara Andujar. Seconded by J. Conway and carried.

On a **motion** by K. Furfey and seconded by E. Pullen, Elijah McKibble's resignation was accepted as he will be going to college. Motion carried.

Good and Welfare:

Yesterday was P. Zinman's birthday and she will be starting school in three weeks. E. Pullen is going on vacation to Vermont next month. D. Landau-Flayter will be leaving for Scotland on Sunday. K. Salierno will be away in September, so K. Charles-Scaringi will be the acting director for that time, and she will be at that meeting.

Agenda for September 12th Board Meeting to start at 7:00 PM:

Adjournment:

P. Zinman made a motion to adjourn at 7:42 PM. Seconded by J. Yang and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

MOTION to accept the minutes

MOTION to accept the Budget vs. Actual

MOTION to accept the Balance Sheet

MOTION to accept the claims warrants

MOTION to do assigned funds adjustments

MOTION to accept the retirement resignation from Barbara Andujar

MOTION to accept Elijah McKibble's resignation

MOTION to adjourn

Attachments