

**Heermance Memorial Library**  
**Board of Trustees**  
**Minutes of the January 15, 2015 meeting**

**In attendance:** Board Members: Catherine Benson, Mary Anne Simmons, Carol Serazio, Claudine West, Jeff Jones, Jennifer Weinstein, Mark Maraglio, Heather Roberg, Wanda Dorpfeld, and Director Linda Deubert.

The meeting was called to order at 7:00 pm. by Vice President Catherine Benson. The oath of office was administered to all board members and each was notarized by Leslie Shove.

Catherine was appointed temporary Chairperson.

Claudine nominated Catherine for the position of President, seconded by Jeff, all in favor. Carol nominated Claudine for the position of Vice President, seconded by Wanda, all in favor. Jeff nominated Wanda for the position of secretary, seconded by Catherine, all in favor. Jeff nominated Mary Anne for the position of treasurer, seconded by Claudine, all in favor.

Catherine discussed assigning board members to permanent committees. It was decided that Catherine will send out the list of committees and confirm assignments before the February meeting.

**Minutes:** A motion to accept the May 2014 minutes as they stand was made by Carol, seconded by Jeff. Motion carried, all in favor. A motion to approve the October 2014 minutes was made by Claudine, seconded by Carol. Motion carried, all in favor with Jeff, Jennifer, Heather, and Mark abstaining. A motion was made to accept the December 2014 minutes by Jeff, seconded by Claudine. Motion carried, all in favor with Catherine, Mary Anne, Heather and Mark abstaining.

**Correspondence:** None

**Director's Report:** Linda said that in the future she will be sending all the reports needed for meetings by email. She will only print something out if you notify her ahead of time that you need copies.

The compliance calendar was passed out and explained.

Renovations on the addition will start on January 26<sup>th</sup>. The library needs boxes to store the books in the POD. United Stationers might possibly rent or donate boxes. If not, Linda will contact some liquor stores for boxes. She also needs to order the POD. The library will be selling the shelves that are currently in the addition.

A motion was made by Jeff to give Linda the authority to spend up to \$1,000 to acquire boxes, the POD and any other materials needed for moving and storage of the books. The motion was seconded by Carol. Motion carried, all in favor.

A motion to approve the Director's Report was made by Jeff and seconded by Claudine. Motion carried, all in favor.

A document listing the 2015 salaries and benefits was passed out and discussed. A motion was made by Mary Anne to approve the amounts, seconded by Jeff. Motion carried, all in favor.

A document listing the 2015 service providers was passed out and discussed. These are people who perform services on a regular basis for the library. A motion was made by Mark to approve the list, seconded by Claudine. Motion carried, all approved.

**Financial Report:** Mary Anne presented and explained the Budget Amendments for 2014. A motion was made by Catherine to approve the amendments, seconded by Jeff. Motion carried, all in favor.

A motion to approve the monthly bills as amended was made by Jeff, seconded by Heather. Motion carried, all in favor.

The December P & L statement and the Reserved/Restricted Activity Report for 2014 were presented and discussed.

A motion was made by Mark to approve the financial report, seconded by Catherine. Motion carried, all in favor.

**Committee Reports:** None

**Old Business:** None

**New Business:** Update for DLD grant

Linda reported on the DLD grant. The architect (Lisa Hayes), engineer (Michael Meyers), Scott and Rich Sitcer, Peter Bullock, Linda, Jeff and Wanda met on January 14 regarding the renovations and contracts. A motion was made by Catherine to authorize Linda to sign the contracts with Sitcer Construction and Bullock Electric for the renovations on the addition. The motion was seconded by Carol. Motion carried, all in favor.

Michael Meyers from Sage Engineering Associates said that the library will not need to do a new fire alarm system. Linda asked him to put this in writing for the library.

The February meeting date was discussed. A motion was made by Catherine to move the date to February 26 at 7:00 pm, seconded by Carol. Motion carried, all in favor.

It was noted that the board had not appointed our official bank. A motion was made by Claudine to appoint National Bank of Coxsackie as our official bank, seconded by Catherine. Motion carried, all in favor with Mark abstaining.

The meeting was adjourned at 8:30 pm. The next meetings will be on February 26, March 19 and April 16.

Respectfully submitted,  
Wanda Dorpfeld