

**Heermance Memorial Library  
Board of Trustees  
Minutes of the March 19, 2015 meeting**

**In attendance:** Board Members: Catherine Benson, Mary Anne Simmons, Jeff Jones, Jennifer Weinstein, Mark Maraglio and Wanda Dorpfeld.

The meeting was called to order at 7:05 pm. in one of the upstairs' rooms by President Catherine Benson.

**Minutes:** A motion to accept the February 2015 minutes was made by Mark, seconded by Jeff with the following correction made to the minutes under Financial Report: The architect created a new contract for \$4500 for the balance of the project. Part of the renovation work was billed under our old contract for plans. The \$4500 is to be billed in installments. The first installment plus reimbursables is to be added to the February bills and approved that meeting. The second installment plus reimbursables is to be listed on March's bills. There is a balance of \$1750 to be billed when the project is complete. Motion carried, all in favor.

**Correspondence:** None

**Director's Report:** Linda was not present at the meeting but did submit a report.

There is a training session in Athens on March 31 from 6:00pm to 8:15 pm. Please let Linda know if you plan to attend.

There was a reminder that the Finance Committee needs to meet to begin some of the new policies required by the comptroller's office.

Linda still needs to purchase a B & W laser printer, and Mark said that he might be able to supply one.

A motion to accept the director's report was made by Jeff and seconded by Catherine. Motion carried, all approved.

The Annual Report was presented to the board and discussed. A motion to accept the Annual Report was made by Wanda and seconded by Jeff. Motion carried, all approved.

**Financial Report:** Mary Anne presented the monthly bills. A change was made on the amount to Siter Construction from \$5400 to \$4860. \$540 was held as a retainage fee until the work is completed. A motion was made by Mark and seconded by Jeff to approve the monthly bills with the correction. Motion approved, all in favor.

The February P & L statement was presented and discussed. A motion to approve the P & L was made by Mark, seconded by Wanda. Motion approved, all in favor.

**Committee Reports:**

**Buildings and Grounds:** The Board took a tour of the back room. Jeff reported that a few problems had occurred during the construction and that Sifers would be back to replaster and repaint several spots on the ceiling. The shelves installed on the north side will be moved so that they fit against the back wall, and the holes where the shelves are now screwed to the wall will be plastered and painted by the shelving company. Jeff also reported that the library will need a new roof.

**Old Business:** None

**New Business:** None

The meeting was adjourned at 7:45 pm. Motion made by Wanda and seconded by Mark. Motion approved, all in favor. The next meeting will be on April 16 at 7:00 pm.

Respectfully submitted,  
Wanda Dorpfeld