

Heermance Memorial Library
Board of Trustees
Minutes of the February 20, 2014 meeting

In attendance: Board Members; Bill Conine, Catherine Benson, Mary Anne Simmons, Carol Serazio, Claudine West, Wanda Dorpfeld, Jeffrey Jones, Jennifer Weinstein; and Director Linda Deubert

The meeting was called to order at 7:05 pm.

Minutes: A motion to approve the January 2014 minutes was made by Claudine, seconded by Jeffrey. Motion carried, all in favor.

Correspondence: Linda went to the third grade class at Cocksackie Elementary to be a reader and she received thank you letters from the children.

Director's Report: Linda reported that our eBook circulation was the highest in the county for 2013 and that our overall circulation was up from 2012.

Advocacy Day is next Wednesday February 26th and Linda will be driving to Albany to attend if anyone wants to ride along.

The Friends Tea is scheduled for March 2.

Linda handed out the Compliance Calendar and noted that there is a separate one for the election. She added that anyone can add to the calendar. It is simply a tool to remind the members of when things are due. Mary Anne suggested that a meeting for the publicity committee be put on the Compliance Calendar for early summer regarding elections.

Linda thanked Claudine for her help with the Annual Report to the Community. All the articles are ready. The Publicity Committee should meet to look it over. Janet Atkins has offered to put it together for us, and then we will send it to Hillcrest for printing.

We have a new list of policies from MHLS which the personnel and policy committees need to address. Bill requested that the policy committee meet and report back to the board at our next meeting regarding any gaps between their list and our policies.

Linda discussed "snow closings" for the library. She is concerned about the safety of patrons and staff. She does post on Facebook and the website whether the library is open or opening late. Bill suggested that buildings and grounds and personnel meet to work on this for future purposes, but for now if Linda feels it is unsafe for patrons or staff she can make a call.

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

Financial Report: Mary Anne briefly discussed the audit by Cusack & Company. She said they recommended adjusting journal entries for pensions of 2013. Also, according to New York State we have to report our liability which we didn't do. She said the firm was very thorough, and that she would give a full report next month.

Bill talked about fine collecting efficiency issues and thinks the board should have a position. Linda said some libraries use collection agencies. Bill would like a policy on this.

A motion to approve the monthly bills was made by Mary Anne, seconded by Wanda. Mary Anne said she would meet with Colleen to make pension changes and then Colleen will bill us. Motion carried, all in favor.

A resolution was presented: "Be it resolved that Heermance Memorial Library currently recognizes that National Bank of Coxsackie is our bank of record for our library operating account." Motion made by Mary Anne, seconded by Claudine. Motion carried, all in favor.

Mary Anne handed out the Treasurer's Report. She will have the final balance sheet next month.

The P & L and fund balances were reviewed.

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

Committee Reports:

Policy and Planning: The policy committee suggested changes and updates to two policies: Patron Code of Conduct and Internet Policy. A motion was made by Catherine to accept the Patron Code of Conduct, seconded by Jeffrey. It was noted that number 10 should read: "Other unacceptable library behavior includes sleeping, stalking, soliciting, loitering and littering." Motion carried as amended, all in favor. A motion was made by Jeffrey to accept the Internet Policy, seconded by Mary Anne. It was noted that "the" in front of Heermance Memorial Library should not be capitalized. It was also noted that on the parental permission slip the age eighteen should correctly be fourteen. Motion carried as amended, all in favor.

The meeting was adjourned at 8:10. The next scheduled board meeting is March 20.

Respectfully submitted,
Wanda Dorpfeld