

**Heermance Memorial Library  
Board of Trustees  
Minutes of the April 24, 2014 meeting**

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

The meeting was called to order at 7:10 pm. by President Bill Conine.

Permanent committee lists for 2014 were handed out.

**Minutes:** A motion to approve the March 2014 minutes was made by Bill and seconded by Carol. Discussion followed and it was noted that a correction was needed. The Patron Complaint Policy was missing from the list of policies approved by the board in March. A motion was made by Mary Anne to accept the minutes as corrected, seconded by Jeffrey. Motion carried, all in favor.

**Correspondence:** Linda mentioned that we received a letter of apology.

**Director's Report:**

A motion was made by Bill to approve the "Annual Report for the Division of Library Development," seconded by Jeffrey. Motion carried, all in favor.

The 990 will be mailed tomorrow.

The MHLS Meet and Greet at the Cairo Library is May 7<sup>th</sup> at 5 pm. Pete Lopez will attend.

A motion was made by Wanda and seconded by Carol that Brook Ingram be hired as a student intern to replace Julie Ferenczy at \$8.50 an hour. Motion carried, all in favor.

Linda stated that we need to develop a personnel policy and would like the committee to meet. It was agreed that Linda would write a draft policy and send it out to the personnel committee, plus Wanda to look over.

A motion to accept the following resolution was made by Bill, seconded by Mary Anne:  
Resolution – The Board of Trustees of the Heermance Memorial Library agrees to continue to reimburse staff at the IRS business rate for travel to all MHLS sponsored meeting and trainings. Mileage reimbursement for any other meetings or educational events must be preapproved by the MHLS Board of Trustees. Motion carried, all in favor.

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

**Financial Report:** A motion to approve the monthly bills was made by Jeffrey, seconded by Carol. Motion carried, all in favor.

The April P & L statement was presented and discussed. Mary Anne said that the finance committee needs to meet.

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

**Old Business:**

The Code of Ethics of the Heermance Memorial Library was passed out again to members of the Board for them to read and sign.

**New Business:**

There is a Board vacancy. Regina McGrath has resigned due to a conflict of time. The Board can appoint someone to serve until election in October. That person can then run for the Board if he/she wants to for the rest of Regina's term or if Regina's term is up can for a full term. The Board agreed that we should fill her vacancy.

The meeting was adjourned at 8:05. The next scheduled board meeting is May 15th.

Respectfully submitted,  
Wanda Dorpfeld