

Heermance Memorial Library  
Board Minutes  
January 21, 2016

**In Attendance:** Board Members Claudine West, Carol Serazio, Mark Maraglio, Heather Roberg, Jennifer Weinstein, Tom Silvius, Eileen West, Wanda Dorfeld; Director Linda Deubert; Guest Leslie Shove-Notary Public

Mark Maraglio was appointed temporary chairperson. The meeting was called to order at 7 pm by Mark Maraglio.

**Oaths of Office:** Oaths were taken by Claudine, Tom and Eileen. Leslie Shove notarized the oaths.

**Elections:**

President: Carol nominated Claudine; seconded by Jennifer. All in favor.

\*\* The meeting was taken over by President Claudine\*\*

Vice President: Wanda nominated Tom; seconded by Carol. All in favor.

Secretary: Carol nominated Heather; seconded by Mark. All in favor.

Treasurer: Claudine nominated Mark; seconded by Tom. All in favor.

\*\*Heather took over taking the minutes\*\*

**2016 Permanent Committees:** Board Members signed up for committees. Claudine will email the list to all board members.

**Approval of the Minutes from the December 17th, 2015 meeting:** There were no questions about the minutes. Mark made a motion to accept the minutes; seconded by Tom. All in favor.

**Correspondence:** The library received a Thank You card from Lisa DeVinney for hosting her book discussion event.

**Director's Report:** Linda reviewed the Director's Report with the board. There were no questions about the report. Mark made a motion to accept the report; seconded by Wanda. All in favor.

**Authorize Salaries and Benefits/approval of a new hire:** Linda reviewed the salaries and benefits with the board and announced Betty Bigler as a new part-time employee. There were no questions. Mark made a motion to accept the salaries/benefits and approve a new hire; seconded by Carol. All in Favor.

**Authorize Service Providers:** Linda reviewed the list for service providers for 2016. Claudine made a motion to accept the list of service providers; seconded by Eileen.

There was discussion about who to designate to work with bank funds. Traditionally the President and Treasurer are the designees. There was a discussion if there is a conflict of interest because Mark works for the National Bank of Coxsackie. The board made a resolution to designate Claudine and Mark, with the stipulation that Tom will be designated if there is a conflict with Mark. Carol made a motion to accept the resolution; seconded by Tom. All in favor. Claudine and Mark abstained from the vote.

**Financial Report and approval of proposed disbursements:** Linda reviewed the financial reports. Jen made a motion to accept the reports; seconded by Wanda. All in favor.

There was a question that the Erie Insurance Premium seemed high. Linda will check to see if there was an increase to the premium and this topic will be added to the agenda at a future meeting.

There was a question about the language used for the Greene County Historical Society in the monthly bills. It states "Programs-Museum Passes". It was discussed that we pay for the membership to the Greene County Historical Society which gives our community members access to Museum passes and that we are not actually paying for the passes. Linda will amend the language to state "Membership-Programs".

Linda reviewed the Budget Amendments for 2015 for money received, but not mentioned in the budget. Mark made a motion to accept the amendment; seconded by Carol. All in favor.

**Committee Reports:**

The policies committee reviewed the library card/internet use/fees/parent permission policies. Carol made a motion to accept the policies; seconded by Tom. All in favor.

The personnel committee would like to create consistent employee and director reviews. It was suggested the employee could complete a self-evaluation first and then the employer evaluation. The personnel committee will meet to discuss this issue.

The personnel committee discussed an employee appreciation. Jen will organize an appreciation breakfast/lunch for the staff.

**Old Business:** Furniture: the Friends of the Library gave another \$1000 towards the purchase of new furniture. Linda will work with the Friends of the Library for an auction of the old furniture.

**New Business:** none

**Announcements:** none

Next meeting is scheduled for February 18th, 2016

**Adjourned:** 8:01pm