

## Heermance Memorial Library

Board of Trustees

Meeting Minutes

August 16, 2018

Call to order: 7:05pm

Attendees: Linda Deubert, Claudine West, Caitlin Ippolito, Carol Serazio, Jeff Jones, Mark Maraglio, Tom Silvius, Eileen West

Absent: Betty Cure

Guests: None

Approval of Agenda: **Motion, Mark, seconded by Jeff, carried**

Approval of July 2018 Minutes: **Motion, Jeff, seconded by Claudine, carried**

Correspondence: None

Director's Report: Linda reviewed her prepared report. Linda suggested that the Long Range Plan be worked on with the new incoming director. Linda will send next year's budget out for review prior to a vote/approval. The budget presentation to the Town is scheduled for September 12, 2018. Linda passed out information on two upcoming Trustee Training programs. Linda created an Election Compliance Calendar and suggested a chairperson for publicity/elections and nominations. Claudine volunteered. **Motion to accept Director's Report made by Caitlin, seconded by Mark, carried.**

**Financial Report and approval of proposed disbursements:** Mark gave his financial report adding that all is running smoothly. Linda added that we are well under budget. **Motion to approve bills and amendments made by Carol, seconded by Claudine, carried.**

Committee Reports: Buildings and Grounds report the air conditioning has been started, electric box was removed. Search Committee reports they are very close to making a decision for the new director.

Old Business: Tom reviewed the Board Effectiveness Survey and noted improvements. Linda plans to forward this to the new director as it will be a great tool.

New Business: 2019 Budget-Linda reviewed the overall and personnel budget. Election-Linda gave out Election Compliance Calendars. There was discussion as who was up for reelection. Tom, Eileen, Claudine and Betty. August 22, 2018 was scheduled to meet to approve budget and meet the new director.

Announcements: Meetings: Held at the Library the 3<sup>rd</sup> Thursday of each month at 7:00pm, unless otherwise noted. If board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.

A. Next Scheduled: September 20, 2018

B. 2018 Budget Presentation to the Town Board-Tuesday, 9/11/18

Executive Session: The board went into executive session at 7:47pm to discuss personnel/new hire issues. The meeting resumed at 7:58pm and reported that an offer letter to Tim Furgal will be sent. **Motion made by Mark, seconded by Claudine, carried**

Adjournment: 8:13pm

Submitted by: Eileen West