

## Heermance Memorial Library

Board of Trustees

Meeting Minutes

October 18, 2018

Call to order: 7:06pm

Attendees: Catherine Benson, Claudine West, Caitlin Ippolito, Carol Serazio, Tom Silvius, Mark Maraglio, Eileen West

Guests: Marilyn Rausch, Board Member Elect

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

Approval of September 2018 Minutes: **Motion, Mark, seconded by Carol, carried**

Correspondence: Donations, in memory of Betty Olivett, have been coming in.

Director's Report: Catherine reviewed the Directors Report. Catherine reported to the board that art classes have been very popular, sometimes with a waiting list. Catherine praised the library staff, adding Linda did a great job assembling a "phenomenal" staff. Also reported was the windows have been installed and Catherine will look into better lighting for upstairs. **Motion to approve the Directors report made by Eileen, seconded by Caitlin, carried**

**Financial Report and approval of proposed disbursements:** Mark reported the funds from the town will be coming in soon and will be put into a three year CD as the library will not be penalized if a withdrawal is necessary. **Motion made to approve the financial report made by Claudine, seconded by Carol, carried. Motion made to approve the proposed disbursements made by Tom, seconded by Claudine, carried.**

Committee Reports:

- Policies Committee-The committee reviewed the 2013 Sexual Harassment Policy and found that an updated policy and reporting forms were needed to fully comply. The committee reviewed the templates provided by New York State and decided they would fit our needs. Claudine will forward the link to the NYS policy to the board and Catherine will "fill in the blanks" on the forms and decide which training would be used for staff.
- Election-Catherine reported the election went smoothly. Results: 85-yes, 6-no, 1-absatined.

Old Business: None

New Business: Mark reminded Catherine to be mindful of her hours and to take a lunch!

Announcements: None

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: November 15, 2018

B. 2019 Budget Presentation to the Town Board-Tuesday, 9/10/19

Executive Session: None Required

Adjournment: 7:43

Submitted by: Eileen West