

## Heermance Memorial Library

Board of Trustees  
Meeting Minutes  
November 15, 2018

**Call to order:** 7:08pm

**Attendees:** Catherine Benson, Caitlin Ippolito, Jeff Jones, Tom Silvius, Mark Maraglio, Eileen West

**Guests:** None

**Approval of Agenda:** Agenda amended to include “and financial report” to item number five.  
**Motion, as amended, by Jeff, seconded by Caitlin, carried.**

**Approval of October 2018 Minutes: Motion by Mark, seconded by Jeff, carried.**

**Correspondence:** Note from Randy Squire, C-A Superintendent, accepting the donated school supplies from the library. Received a check for \$17.00 from Hannaford Bags 4 My Cause. Catherine responded with a thank you note. Monetary Donations have been coming in in memory of Betty Flynn and Betty Olivett. Correspondence from the MHLS wanting to get rid of manual charges from 15 years ago. **Motion made to purge \$26.80 old charges made by Mark, seconded by Jeff, carried.**

**Director’s Report:** Catherine reviewed the report and gave an update on the progress made to the Facility Plan. Catherine noted the Friends of the Library have been getting donations since their mailing and there has been an increase in library cards issued. **Motion by Mark, seconded by Jeff, carried.**

**Approval of Financial Report and Proposed Disbursements:** Mark gave his report. **Motion made to accept the proposed disbursements and financial report by Tom, seconded by Eileen, carried.** Letter received from the accountant indicating a 3-year review with and audit on the 4<sup>th</sup> year, costing \$2,450.00. **Motion by Jeff, seconded by Caitlin, carried.**

**Committee Reports:** Catherine gave an update on the carpet installation, estimating the library will close for three days. The third day being a buffer.

### Old Business:

- Approval of Sexual Harassment Policy, **Motion made by Mark, seconded by Tom, carried.**
- Review of Board Effectiveness Survey tabled until the December meeting when more board members are present.

**New Business:** None

**Announcements:** Catherine informed the board of the Library's role in Christmas by the River, on December 1, 2018.

**Meetings:** Next Board of Trustees meeting: December 20, 2018  
2019 Budget Presentation to the Town Board-Tuesday, September 10, 2019  
2019 Library Election-Tuesday, October, 2019 10am-9pm

**Executive Session:** None required

**Adjournment:** 8:04pm

**Submitted by:** Eileen West