

**Heermance Memorial Library**  
Board of Trustees Minutes  
Annual Meeting- January 17, 2019

Call to order: 7:01pm

Attendees: Catherine Benson- Library Director, Caitlin Ippolito, Carol Serazio, Mark Maraglio, Tom Silvius, Eileen West, Marilyn Rausch.

1. Recognize Guests, Review and Approve Agenda: 7:07 Leslie Shove- to sign and notarize new members contracts. **Motion to approve Agenda- Carole; Second- Mark. Carried.**
2. New Board Member Terms: Mary McGuigan- 3 year term, Marilyn Rausch- 2 year term, Victor Woytowich- 1 year term.
3. Swearing in Board Members: Mark swore in renewing and new members: Tom, Marilyn and Eileen. Absent new members (Mary McGuigan & Victor Woytowich) will be sworn in at a later time. Quorum confirmed.
4. Nomination and Election of Officers: A) For President: Carol nominated Tom; Second- Eileen. Carried. B) For Vice President: Carol nominated Eileen; Second- Tom. Carried. C) For Treasurer: Tom nominated Mark; Second- Eileen. Carried. D) For Secretary: Tom nominated Caitlin; Second- Mark. Carried
5. Approval of December Minutes: **Motion- Mark; Second- Tom. Carried.**
6. Correspondence: Assessor's Office- reapply for tax exception. Greene County Civil Service: Report Salaries. NYS Retirement: change of director form needs Board President's signature.
7. Director's Report: Catherine reviewed the Director's Report. There is a need for the Finance Committee to meet and reassess the insurance coverage for the library. The grant from the Bank of Greene County has been applied for. Mr. Tighe has been completing several odds and ends projects around the Library. Building and Grounds will send a thank you; Mark suggests a \$25 gift certificate. Christine awarded a grant for library. Battle of the Books asking for donation: **Motion to Donate \$50- Mark; Second Marilyn. Carried. Motion to accept Director's Report- Mark; Second- Eileen. Carried.**
8. Financial Report and approval of proposed disbursements: Mark gave his financial report. **Motion to approve Financial Report and proposed bills- Mark; Second- Carol. Carried.**
9. Committee Reports: Reviewed current assignments and assessed need. Permanent Committees TBD after remaining new members are sworn in.
10. Old Business: Board Effectiveness Survey: Expansion possibilities still being explored. Policy and Planning Committee to discuss the possibility of extending evening hours, data needed.
11. New Business: A) 2019 Salary & Benefit approvals: Motion- Mark; Second Eileen. Carried. Motion to formally approve benefits- Mark; Second Marilyn. Carried. B) 2019 Service Providers Approval: Motion- Mark; Second- Tom. Carried. C) 2019 Banks Approval- National Bank of Coxsackie; The Bank of Greene County: Motion- Carol; Second- Eileen; Mark Abstained. Carried.
12. Announcements: Condolences to the West Family.
13. 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: February 21, 2019
  - B. 2019 Budget Presentation to the Town Board: September 2019
  - C. 2019 Library Election: date TBD.
14. Executive Session: N/A.

Adjourned: 8:16pm. Motion- Tom. Second- Mark. Carried.

Submitted by: Caitlin Ippolito