

Heermance Memorial Library

Board of Trustees Minutes

May 16, 2019

Call to order: 7:04pm

Attendees: Catherine Benson (tardy: medical reasons)- Library Director, Tom Silvious, Eileen West, Mark Maraglio, Caitlin Ippolito, Carol Serazio, Marilyn Rausch, Jeff Jones, Mary McGuigan. Absentee: Victor Woytowich.

1. Recognize Guests; Review and Approve Agenda: No Guests. **Motion to approve Agenda- Mark; Second- Eileen. Carried.**
2. Approve April 2019 Minutes: **Motion to approve Minutes- Mark; Second- Jeff. Carried.**
3. Correspondence: N/A
4. Director's Report: Committee reviewed the Director's Report in absence of Director. **Motion to approve report as written- Jeff; Second- Eileen. Carried. Motion to review compliance calendar in June- Mark; Second- Mary. Carried**
5. Financial Report and approval of proposed disbursements: **Motion to add voucher to monthly bills for technology class- Jeff; Second- Carol. Carried. Motion to approve Financial Report and approve proposed disbursements with added voucher: Mary; Second Jeff. Carried.**
6. Committee Reports:
 - Eileen reported that the Policy Committee will review the Sexual Harassment Policy. Board members are not exempt.
 - Building and Grounds will look into the suggestions made by the Utica Insurance rep.
7. Old Business:
 - 2018 Survey Finding 1: Ad Hoc Committee: Space Expansion- Need answers to WHAT & WHY before thinking about HOW.
 - 2018 Survey Finding 2: Recommendations to increase awareness of library- The suggestion box is up. The website needs to be updated.
 - 2018 Survey Finding 3: Benefit to Community- Information is needed from MHLS on how to conduct focus groups.
 - 2019 Board Effectiveness Survey: Eileen presented the results.
8. New Business: N/A
9. Announcements: N/A.
10. Meetings: Held at the Library the 3rd 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: June 20, 2019
 - B. 2019 Budget Presentation to the Town Board: September 2019
 - C. 2019 Library Election: date TBD.
11. Executive Session: N/A.

Adjourned: 7:55pm. Motion- Mark. Second- Carol. Carried.

Submitted by: Caitlin Ippolito