

**Heermance Memorial Library**  
Board of Trustees Minutes  
December 19, 2019

Call to order: 7:05pm

Attendees: Catherine Benson- Library Director, Tom Silvius, Caitlin Ippolito, Carol Serazio, Jeff Jones, Marilyn Rausch. Absentees: Mary McGuigan, Eileen West, Mark Maraglio, Victor Woytowich.

1. Recognize Guests; Review and Approve Agenda: **Motion to approve Agenda- Jeff; Second- Marilyn. Carried.**
2. Approve November 2019 Minutes: **Motion to approve Minutes- Jeff; Second- Carol. Carried.**
3. Correspondence: N/A
4. Director's Report: Catherine presented her report. Facilities plan must be reviewed; Roof and porch repair: Tom will create a scope of the work to present to contractors to generate new quotes. Three new computers were purchased; Check with Dell and IBM about their donation programs to replace the remainder of computers. **Motion to approve report- Jeff; Second- Caitlin. Carried.**
5. Financial Report and approval of proposed disbursements: **Motion to approve Financial Report and proposed disbursements- Caitlin; Second- Jeff. Carried.** Request to transfer grant money allocated for the purchase of books: **Motion to transfer \$241 from restricted funds into operating funds- Jeff; Second Marilyn. Carried**
6. Committee Reports: N/A.
7. Old Business: N/A
8. New Business: N/A
9. Announcements: Thank you to Jeff Jones for his years of service on the Board.
10. Meetings: Held at the Library the 3<sup>rd</sup> Thursday of each month at 7:00pm, unless otherwise noted. If the board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.
  - A. 2020 Annual Meeting, swearing in new board members, election of officers- January 16, 2020; February 20, 2020; March 19, 2020
11. Executive Session: N/A.

Adjourned: 7:58pm. **Motion- Jeff. Second- Carol. Carried.**

Call to order 8:00pm to approve additional disbursements: Dell (\$1,517.25) and Ray Mosley for shoveling (\$30).

**Motion to approve- Jeff; Second Caitlin. Carried.**

Adjourned: 8:05pm **Motion- Caitlin. Second- Jeff. Carried.**

Submitted by: Caitlin Ippolito