

**Heermance Memorial Library**  
Board of Trustees Minutes  
March 19, 2020

Call to order: 7:07pm

Quorum- Attendees: Catherine Benson- Library Director, Tom Silvious, Eileen West, Mark Maragio, Caitlin Ippolito, Carol Serazio, Charles Hailer, Marilyn Rausch, Helen Golden.

1. Recognize Guests, Review and Approve Agenda: No Guests. **Motion to approve Agenda- Mark; Second- Eileen. Carried.**

2. Approve February 2020 Minutes: **Motion to approve Minutes- Eileen; Second- Carol. Carried.**

3. Correspondence: N/A.

4. Director's Report: Catherine reviewed the Director's Report. MHLS is 100% closed. Employees will continue to be paid. Though the library is closed, resources are still available via online. It is still important that the Library provide support for the 2020 Census. The Library has been sanitized. The library needs to help encourage the community during the Covid-19 restrictions. **Motion to approve Director's Report- Mark; Second- Eileen; Carried. Motion to approve the annual report- Mark; Second- Carol; Carried.**

5. Financial Report and approval of proposed disbursements: Bills total \$29,197.55. **Motion to approve Financial Report and disbursements- Mark; Second- Carol. Carried.**

6. Committee Reports:

- Policy Committee will have to meet to help develop a pandemic policy.
- Permanent Committee Assignments have been filled.

7. Old Business: Roof Repairs: we are still in need of a contractor; this project must be completed; Mark will meet with Sitcer and work on getting a third bidder.

8. New Business: Catherine feels that the notice to the public needs to change to "until further notice." Committee meetings can and should be run via the Gotomeeting app; We should make a call-in meeting capability/option permanent. Discussed adding Doyle Security and StateTel to the bills paid via EFT. **Motion to switch Doyle and StateTel to EFT payments- Mark; Second-Carol; Carried.**

9. Announcements: N/A.

10. 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: April 16, 2019, May 21, 2020; June 18, 2020.

11. Executive Session: N/A.

Adjourned: 7:52pm. Motion- Eileen. Second- Mark. Carried.

Submitted by: Caitlin Ippolito