

Heermance Memorial Library
Board of Trustees Minutes
November 21, 2019

Call to order: 7:03pm

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

1. Recognize Guests; Review and Approve Agenda: Helen Golden and Charles Hailer attended the meeting as guests and future Trustees. **Motion to approve Agenda- Jeff; Second- Eileen. Carried.**

2. Approve October 2019 Minutes: **Motion to approve Minutes- Eileen; Second- Victor. Carried.**

3. Correspondence: N/A

4. Director's Report: Catherine presented her report. There will be interviews for a new clerk or two new clerks; position(s) to fill 15-20 hours a week. Bob Schmidt will provide a quote for repairing the roof. The summer reading program survey gave positive feedback. Turning outward trains participants on how to collect feedback from the community; two board members (Marilyn and another) and two staff members (Catherine and Maureen) will be trained; commit by 12/15/19. Request to add Holidays to when the library is closed; Personnel Committee would need to meet to discuss this request. **Motion to approve report- Jeff; Second- Victor. Carried.**

5. Financial Report and approval of proposed disbursements: **Motion to approve Financial Report and proposed disbursements- Jeff; Second- Eileen. Carried.**

6. Committee Reports: N/A.

7. Old Business:

-Ad Hoc Committee- Meeting TBD.

-At a prior meeting, the Central Hudson bill was discussed. It was requested that preapproval for the disbursement of this bill be allowed in order for it to be paid on time via EFT. It was revisited tonight. **Motion to pay the Central Hudson bill via EFT- Carol; Second- Eileen. Carried**

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 the board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.

A. Next Scheduled: December 19, 2019

B. 2020 Annual Meeting, swearing in new board members, election of officers- January 16, 2020

11. Executive Session: N/A.

Adjourned: 8:14pm. **Motion- Tom. Second- Victor. Carried.**

Submitted by: Caitlin Ippolito