

**Heermance Memorial Library**  
Board of Trustees Minutes  
October 17, 2019

Call to order: 7:00pm

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

1. Recognize Guests; Review and Approve Agenda: Helen Golden attended the meeting as a guest and future Trustee. **Motion to approve Agenda- Mark; Second- Carol. Carried.**

2. Approve September 2019 Minutes: Request that the Minutes state that Mark led the meeting and Eileen took the Minutes. **Motion to approve Minutes with correction- Marilyn; Second- Mark. Carried.**

3. Correspondence: Received a thank you from Susan who has appreciated her time at the library but has now resigned.

4. Director's Report: Catherine presented her report. The library needs to hire a new clerk- background checks are required. Our insurance agent, Karen Landau, has switched companies and is now with HMS. The Friends will consider sponsoring a Little League Team. Catherine followed up with the incident that occurred on 10/10/19; the insurance company should be notified and a police report should be filed. **Motion to remain with Karen Landau- Mark; Second-Tom. Carried. Motion to approve report- Mark; Second- Marilyn. Carried.**

5. Financial Report and approval of proposed disbursements: Mark presented the report. Payments to the Election Inspectors have been added to the list of disbursements. **Motion to approve Financial Report and proposed disbursements- Eileen; Second- Carol. Carried.**

6. Committee Reports:

- Election Committee: During the election there were complaints that the ballot slot should be a normal opening.
- A Committee Meeting Calendar with proposed regular meeting dates for all Committees is needed.
- Open Meetings Law: requirements apply to Committee Meetings- Meetings must be publicized; Minutes must be taken and posted.

7. Old Business:

- 2018 Survey Finding 3: Benefit to Community. Greene County Library Association surveys the county for feedback on library programs. The Board would like to see those findings.

8. New Business: N/A

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

A. Next Scheduled: November 21, 2019

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

11. Executive Session: N/A.

Adjourned: 7:52pm. **Motion- Carol. Second- Mark. Carried.**

Submitted by: Caitlin Ippolito