

Heermance Memorial Library
Board of Trustees Minutes
June 16, 2019

Call to order: 7:02pm

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

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

2. Approve May 2019 Minutes: **Motion to approve Minutes- Carol; Second- Marilyn. Carried.**

3. Correspondence: Marshall and Sterling-Director's and Officer's Insurance. Received \$200 from Athens Generating. Notice regarding the Opt-out Electric Program the Village has arranged.

4. Director's Report: Catherine presented her report and added that the Coxsackie Historical District would like the Library to have a historical marker. She inquired to the Board if they feel the Library should have a Defibrillator. Response was to contact MHLS and to find out what exactly it would entail. **Motion to approve historical marker with the stipulation that the Historical District installs it- Mark; Second- Carol. Carried. Motion to approve report- Mark; Second- Eileen. Carried.**

5. Financial Report and approval of proposed disbursements: The Central Hudson and Worker's Comp disbursements were sent early to avoid late fees. A Target charge was not reflected properly on the credit card disbursement and will be corrected before sending. **Motion to approve Financial Report and approve proposed disbursements with correction: Eileen; Second Carol. Carried.**

6. Committee Reports:

-Policy Committee: Sexual Harassment Policy now reflects that it is also applicable to Board of Trustees.

No Smoking Policy- should it include vaping? **Motion to add Vaping to No Smoking Policy- Mark; Second- Marilyn. Carried**

-Building and Grounds: the porch roof needs replacing. The plan- new EPDM, soffits and gutters. Quotes are needed and exterior work must be approved by the Historical District. There is an ant problem as well; Catherine will contact an exterminator.

7. Old Business:

-2018 Survey Finding 1: Ad Hoc Committee: Space Expansion- Ad Hoc Committee- Found that working parents would like more programs offered on Saturdays. Buildings and Grounds will meet with Flach.

-2018 Survey Finding 2: Recommendations to increase awareness of library- Catherine started an Instagram account for the Library. The website still needs to be updated; it does not reflect the current Board and outdated items should be updated or removed. It costs \$500 to sponsor a Little League Team- Friends may be able to step in and raise the funds. NBC sign on 9W: "Heermance Memorial Library - More than just books." Comment book at front desk.

-2018 Survey Finding 3: Benefit to Community.

-2019 Board Effectiveness Survey.

8. New Business: Compliance Calendar- time to renew parking permits. A thank you to Halstead's should be sent and made public.

9. Announcements: Finance Committee needs to meet regarding the tentative budget. Building and Grounds Committee should review and update the Facility Plan.

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: July 18, 2019

B. 2019 Budget Presentation to the Town Board: September 2019

C. 2019 Library Election: date TBD.

11. Executive Session: N/A.

Adjourned: 8:00pm. **Motion- Tom. Second- Victor. Carried.**

Submitted by: Caitlin Ippolito