

Heermance Memorial Library

Board of Trustees Minutes

May 21, 2020

Call to order: 7:12pm

Attendees: Catherine Benson- Library Director, Eileen West, Mark Maraglio, Caitlin Ippolito, Charles Hailer, Helen Golden, Marilyn Rausch. Absentee: Tom Silvius, Carol Serazio.

1. Recognize Guests; Review and Approve Agenda: No Guests. **Motion to approve Agenda with correction regarding the Minutes- Mark; Second- Charles. Carried.**
2. Approve April 2020 Minutes: **Motion to approve Minutes- Mark; Second- Charles. Carried.**
3. Director's Report: Catherine presented her report. Found out yesterday that Libraries are allowed to open at 50% staff; Materials for curbside pickup will be from Heermance only; Minimal contact between staff and public. Social Media: trying to expand by having staff book reviews of books available both in the library and by e-book. Pandemic policy needs to cover the possibility of if someone sues the library. **Motion to wait for results from the OCLC study "REALM" to reopen library- Mark; Second- Charles; Carried. Motion to approve report as written- Mark; Second- Eileen. Carried.**
4. Financial Report and approval of proposed disbursements: Mark presented his report. **Motion to approve Financial Report and approve proposed disbursements: Caitlin; Second Helen. Carried.**
5. Old Business:
 - a. Quotes for repairs: Waiting for a quote from Sitcer
 - b. Nominees to fill vacant Board seat- Tabled until next month.
6. New Business:
 - a. Compliance calendar: 990 is complete and approved.
 - b. Reopen planning: covered under the Director's Report.
 - c. Pandemic and Patron Safe Policy's still in draft stage.
7. Announcements: An outdoor meeting may be possible.
8. 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: June 18, 2020
9. Executive Session: N/A.

Adjourned: 7:44pm. Motion- Mark. Second- Eileen. Carried.

Submitted by: Caitlin Ippolito