

Heermance Memorial Library
Board of Trustees Minutes
June 18, 2020

Call to order: 7:01pm

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

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

2. Approve May 2020 Minutes: **Motion to approve Minutes-Mark; Second-Helen; Carried.**

3. Director's Report: Catherine presented her report. On June 29th Curbside service will begin; MHLS courier service will resume on the 29th; Materials will be quarantined for 72 hours; Realm OCLC results won't be available until September; Hand Sanitizer dispensers are on back order. Payment options for library purchases: Discussed the potential of a debit card; discussed debit card vs. credit card. Request for a Building & Grounds meeting: There is no water shut off valve. **Motion to find a plumber to replace the valve-Mark; Second-Carol; Carried.** Received a credit on workers comp since no one has been working in the building. The Three Year Plan must be addressed. The Historical Marker will be installed soon. Gardens need weeding and the flagpole needs to be painted. Liana Frauenberger needs to be changed to Part Time Clerk. Substitute staff needs to be considered for next year. Library Election: it is still unknown how it will be handled, possibly by mail in ballot. Approval needed for Telecommuting Policy, Patron Safety Policy, Pandemic Policy, Emergency Sick Leave, Proactive Infection Plan. **Motion to approve Policies as presented- Mark; Second- Charles; Carried. Motion to approve report- Mark; Second- Carol; Carried.**

4. Financial Report and approval of proposed disbursements: Mark presented the report. Garbage bill is now being paid electronically. **Motion to approve Financial Report and approve proposed disbursements: Caitlin; Second-Helen; Carried.**

5. Old Business:

- Nominees for Vacant Seat- Possibility that Mary is coming back. Anna Tallieur is interested in joining the Board.
- Update on reopening- covered under Director's Report.
- Ability to get back to the community input workshops (Adhoc) –Turning Outward has been postponed until 2021. What is plan B to get community input?
- Professional Development for Trustees will be done online.

6. New Business:

- 2020 Board Effectiveness Survey: Board members are asked to complete before the next meeting.

7. Announcements: N/A.

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: July 16, 2020
- B. 2020 Budget Presentation to the Town Board: September 2020
- C. 2020 Library Election: date TBD.

9. Executive Session: N/A.

Adjourned: 8:00pm. **Motion-Mark. Second-Caitlin. Carried.**

Submitted by: Caitlin Ippolito