

Heermance Memorial Library
Board of Trustees Minutes
December 17, 2020

Call to order: 6:32pm

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

1. Recognize Guests; Review and Approve Agenda: **Motion to approve Agenda- Carol; Second- Caitlin. Carried.**
2. Approve November 2020 Minutes: **Motion to approve Minutes- Carol; Second- Charles. Carried.**
3. Correspondence: Sandy's letter of resignation to the Director and the Board. Cusack and Company: Based on the size of the library budget, with no red flags anticipated, with the consistency of the income and expenses for the library, and with the accountant's recommendation from Cusack and Company, we should proceed with a review for the year ending December 31, 2020- **Motion to proceed with review: Mark; Second-Charles; Carried**
4. Director's Report: Catherine presented her report. Library was closed today due to snow. Curbside for time being. Catherine is looking for a replacement for Sandy's position; Salary discussion with regards to budget may be necessary; position will now require some book keeping skills; Sandy will sit with the staff to help get them up to speed. Front porch, side porch and gutter are approved by Historic Committee; the whole roof on the side porch will need to be removed and repaired; the gutters were installed improperly; considering the additional work, the project may need to be reapproved by the Historic Committee. Catherine proposed to add Veteran's day to list of closed Holidays- **Motion to approve Veteran's Day as a Paid/Closed Holiday and the change the Policy appropriately: Mark; Second: Marilyn; Carried.** Job titles were changed and corrected in Pandemic Policy: **Motion to approve changes to Pandemic Policy: Carol; Second: Mark; Carried.**
5. Committee Reports: N/A.
6. Financial Report and approval of proposed disbursements: Mark presented the report. Bills this month corrected to total: \$3,808.77. **Motion to approve Financial Report and proposed disbursements as presented and amended- Carol; Second: Charles; Carried.**
7. Old Business: N/A.
8. New Business: Turning Outward meeting on Jan. 15th. Discussion about the Library being a location for the distribution of the Covid vaccine.
9. Announcements: Happy Holidays.
10. Meetings: Held at the Library the 3rd Thursday of each month at 6:30pm, unless otherwise noted. If the board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.
 - A. 2021 Annual Meeting, swearing in new board members, election of officers- January 21, 2021.
11. Executive Session: N/A.

Adjourned: 7:34pm. **Motion: Mark; Second: Carol; Carried.**

Submitted by: Caitlin Ippolito