

Heermance Memorial Library

Board of Trustees Minutes

February 18, 2021

Call to order: 6:34pm

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

1. Recognize Guests, Review and Approve Agenda: **Motion to approve Agenda- Eileen; Second- Charles; Carried.**

2. Approval of January Minutes: **Motion to approve Minutes- Mark; Second- Eileen; Carried.**

5. Correspondence: Donation from a homebound patron after waiving late fees. Fingar Insurance: Automobile Policy- \$200; people who deliver to homebound and Bethany Village. Disability: Not required to have Paid Family Leave; Not required to have disability but we opt in; Shelter Point Credit due to being closed for Covid.

6. Director's Report: Catherine reviewed the Director's Report. Carla Tyson paperwork has been sent. Donation of \$50 from another person with a late fee. Statistics: Lower due to Covid. Librarians want to be considered for the Covid Vaccine with the educators. Discussed Vaccination access points; the library is not a suitable location. **Motion to accept Director's Report- Mark; Second- Eileen; Carried.**

7. Financial Report and approval of proposed disbursements: Mark presented the report. Disbursements: Catherine clarified that Doyle Security came to fix the emergency button and explained which museum passes were renewed. **Motion to approve Financial Report and disbursements- Marilyn; Second- Charles; Carried.**

8. Committee Reports:

-Policy Committee met and decided to tackle a few a month; reviewed and updated Disaster Policy, Pandemic Response Plan and Conflict of Interest. **Motion to accept the Disaster Policy as presented- Mark; Second- Carol; Carried. Motion to accept Pandemic Response Plan as presented- Mark; Second- Marilyn; Carried. Motion to accept Conflict of Interest as presented- Charles; Second- Mark; Carried.**

-Building and Grounds: Historic Committee will accept Marvin or Weathershield brand windows. Bricks and mortar: repointing needs to be done. Rainbow: waiting on Albert Salvino. Kooltemp inspected and serviced the boilers. Matchless Stove- \$200 to look at the chimney; they said as long as the service person says everything is okay with the system then the chimney doesn't need to be inspected. Fire extinguishers: waiting for inspection.

9. Old Business: Code of Ethics needs to be returned.

10. New Business: We need recommendations to fill the empty seat on the Board.

-Compliance Schedule: Catherine is working on the annual report to MHLS. Coleen prepared and Mark looked over the Comptrollers report; it is submitted. Letter to employees stating wage and deduction- will be done shortly. The annual report to the community for the past two years has been the same as the report to the town board; this year Catherine is considering a mailer separate from the report to the Town Board. March Compliance item: Disability has already been sent. Discussed Board Effectiveness Survey; possibly delaying the survey this year since it was done late last year; Covid has put so much on hold that maybe postpone until next year.

11. Announcements: Eileen thanked Catherine for the write up about Helen in the Newsletter.

12. Meetings: Held at the Library the 3rd Thursday of each month at 6:30pm, unless otherwise noted. If board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.

A. Next Scheduled: March 18, 2021

13. Executive Session: N/A.

Adjourned: 7:31pm. Motion- Eileen. Second- Carol; Carried.

Submitted by: Caitlin Ippolito