

**Heermance Memorial Library**  
Board of Trustees Minutes  
Annual Meeting- January 21, 2021

Call to order: 6:38pm

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

1. Recognize Guests, Review and Approve Agenda: **Motion to approve Agenda- Carol; Second- Marilyn; Carried.**
2. Nomination and Election of Officers: A) For President: **Mark nominated Tom; Second- Caitlin; Carried.** B) For Vice President: **Carol nominated Eileen; Second- Charles; Carried.** C) For Secretary: **Eileen nominated Caitlin; Second- Charles; Carried.** D) For Treasurer: **Eileen nominated Mark; Second- Charles; Carried.**
3. Approval of December Minutes: **Motion to approve Minutes: Marilyn; Second- Charles; Carried.**
4. Correspondence: Karla Tyson Estate: Karla Tyson bequeathed a portion of her estate to the Library; the Board will need to vote on this authorization as follows: Catherine Benson, as Library Director, will act as the agent for the Library with regards to the claim/bequest and/or gift managed by John Hancock; she is authorized to sign claim forms, transfer authorization forms, applications and/or checks and negotiate claims, fill out tax election forms and prepare or sign documents necessary to process the claim: **Motion to approve authorization: Mark; Second- Charles; Carried.**
5. Director's Report: Catherine reviewed the Director's Report. Applied for Bank of Greene County Community Grant and Stewarts Grant. Randio finished the project; Sitcer installed gutters. Moving forward with the Turning Outward program. The new employee, Jennifer Grounds started today; her position is split between library assistant and bookkeeper.
6. Financial Report and approval of proposed disbursements: Mark gave the financial report. Budget Amendment: a transfer is necessary of \$13,000 from the 2020 budget to the 2021 budget. **Motion to approve Financial Report: Eileen; Second-Carol; Carried.** Two disbursements need to be added to the list; Demco bill for online calendar- \$630; Randio bill was adjusted for new roof, totaling the entire project to- \$19,400. **Motion to accept disbursements as amended, totaling \$45,831.75- Eileen; Second- Carol; Carried. Motion to approve the Budget Amendment- Eileen; Second Charles; Carried.**
7. Committee Reports:
  - Committee Assignments complete; committees are full.
  - Building and Grounds review of facility plan.
8. Old Business:
  - Oaths of office are signed and filed.
  - Discussed E-rate and Cares Act as funds for broadband access.
9. New Business: A) 2021 Salary & Benefit approvals with changes due to change in employee: **Motion- Mark; Second: Eileen; Carried.** B) 2021 Service Providers Approval: **Motion- Mark; Second- Charles; Carried.** C) 2021 Banks Approval- National Bank of Coxsackie; The Bank of Greene County: **Motion- Eileen; Second- Carol; Mark Abstained; Carried.**
10. Announcements: The Board will send a card to Helen Golden.
11. Meetings: Discussed the meeting time of 6:30pm; it works for everyone. Meetings are held at the Library the 3<sup>rd</sup> 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: February 20, 2021
    - Motion to accept the meeting schedule Marilyn; Mark; Carried.**
12. Executive Session: N/A.

Adjourned: 7:52pm. Motion- Mark. Second- Eileen; Carried.

Submitted by: Caitlin Ippolito