

Heermance Memorial Library
Board of Trustees Minutes
July 16, 2020

Call to order: 7:04pm

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

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

2. Approve June 2020 Minutes: **Motion to approve Minutes- Mark; Second- Carol. Carried.**

3. Director's Report: Catherine presented her report. Adding that Curbside Service will continue; Applied for Adult Literacy Grant and Family Literacy Grant. Scanners and fax machine are needed, applying for a grant; **Motion to approve purchase of scanner and fax machine- Mark; Second- Marilyn; Carried. Motion to approve report- Eileen; Second- Carol. Carried.**

6. Committee Reports:

Election Committee: Election on Oct. 6 in person at the library. Must wear mask. May limit how many people are inside at one time to vote. Plan B will be prepared ahead of time. Plan B will be by absentee ballot. A compliance calendar will be kept for both plans. Mark, Caitlin and Marilyn will be running again. Anna Tailleir may be appointed to finish Mary's term; she can also run on the ballot. Caitlin will get in touch with Anna.

Buildings & Grounds: Work order into the Village for the shut off valve.

5. Financial Report and approval of proposed disbursements: Mark presented the financial report. This year was an audit year; due to Covid this year will be another review with accountants and the audit will occur in 2021. **Motion to approve that year three be a review and 2021 will be a full audit- Mark; Second- Marilyn; Carried. Motion to approve Financial Report and approve proposed disbursements- Eileen; Second- Marilyn; Carried.**

7. Old Business:

Nominees- covered during Election Committee Report.

All employees are working but shorter "shifts." Curbside will be for an extended period of time.

8. New Business: Three Year Plan and Facilities Plan must be updated to prioritize, budget for and figure out realistic time frame; Carol/Building Grounds has been tasked with marrying up these documents.

9. Announcements: N/A

10. 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: August 20, 2020

B. 2020 Budget Presentation to the Town Board: September 2019

11. Executive Session: N/A.

Adjourned: 7:35pm. **Motion- Mark; Second- Charles; Carried.**

Submitted by: Caitlin Ippolito