

**Heermance Memorial Library**  
Board of Trustees Minutes  
March 18, 2021

Call to order: 6:42pm

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

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

2. Approve February 2021 Minutes: **Motion to approve Minutes- Mark; Second- Charles. Carried.**

3. Correspondence: Received Stewart's Grant- looking to purchase tents and waterproof blankets in order to have programming outdoors. Annual Drinking Water Quality Report.

4. Director's Report: Catherine reviewed the Director's Report. Annual Report needs approval. Librarians are now approved for vaccines. She would like to see the Library have a logo and the website redesigned. **Motion to approve the annual report- Mark; Second- Eileen; Carried.**

5. Financial Report and approval of proposed disbursements: Mark reviewed the report. **Motion to approve Financial Report and disbursements- Eileen; Second- Marilyn. Carried.**

6. Committee Reports:

- Policy Committee: Committee reviewed changes to and recommends approval of the following policies: Meeting Room Policy, Incident Policy, Purchasing/Procurement Policy. **Motion to approve above policies with changes- Mark; Second- Charles; Carried.**

-Ad Hoc/Turning Outward: Survey on library performance; at the next meeting a plan will be presented on how to approach community.

7. Old Business: Code of ethics: some folks still need to get this form into Catherine.

8. New Business: Board Effectiveness Survey will be emailed before the next meeting. Mark recommends Laura Shauger for the vacant Board seat. Eileen spoke to Susan Coleman. Laura will be invited as a guest to the next meeting.

9. Announcements: Carole will not be able to attend meetings for a while. Tom will step up as the Building and Grounds Chair.

10. Meetings: 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: April 15, 2021.

11. Executive Session: N/A.

Adjourned: 7:36pm. **Motion- Mark. Second- Marilyn. Carried.**

Submitted by: Caitlin Ippolito