

Heermance Memorial Library
Board of Trustees Minutes
September 17, 2020

Call to order: 7:01pm

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

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

2. Approve August 2020 Minutes: **Motion to approve Minutes- Carol; Second- Marilyn. Carried.**

3. Correspondence: Review from auditors has been received; asked to advise on improvements. Employee seeking unemployment benefits.

4. Director's Report: Catherine presented her report. Historical Marker install and reveal went well. Library Operations: began grab and go service within reduced hours and visitors may stay for only an hour. Paid sick leave: accrued time is not necessary for part time employees; looking into requirements for full-time employees. Sexual Harassment Training must be completed by Oct. 9. Annual Report to the Community and Budget presentation to the town went well. Annual Report will need approval starting in 2021.

5. Committee Reports:

- Election: Absentee Ballots: putting it off until 2021; absentee ballot will be available upon request.
- Buildings and Grounds: A bid from Sitcer is in the work; Randio Builders is supposed to come to look at the job.

6. Financial Report and approval of proposed disbursements: **Motion to approve proposed disbursements- Marilyn; Second- Helen. Carried.**

7. Old Business: N/A

8. New Business: New Programming: moving slow; there is too much of a liability within Covid restrictions; not ready for more than grab and go.

9. Announcements: Carol asks that we promote the Census help at the library on the 24th. Catherine was recently quoted in two articles.

10. Meetings: Held at the Library the 3rd Thursday of each month at 7:00pm, unless otherwise noted. If the board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.

A. Next Scheduled: October 15, 2020

B. 2020 Library Election: Tuesday, October 6, 2019: 10am-9pm.

11. Executive Session: N/A.

Adjourned: 7:59pm. **Motion- Helen. Second- Carol. Carried.**

Submitted by: Caitlin Ippolito