

Heermance Memorial Library
Board of Trustees Minutes
June 15, 2021

Call to order: 6:32pm

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

1. Recognize Guests; Review and Approve Agenda: Erik Metsger (and child) and John Benson were guests. Agenda item #11 to be item #2. **Motion to approve Agenda as amended- Eileen; Second- Mark; Carried.**

2. Tom requested a motion for Executive Session in order to discuss a personnel matter. **Motion to move to Executive Session: Mark; Second- Laura; Carried at 6:35pm. Motion to appoint and approve Policy Committee to review and investigate- Mark; Second- Marilyn; Carried. Motion to accept and approve the procedure as read- Mark; Second Marilyn; Carried. Motion to adjourn from Executive Session- Eileen; Second Laura; Carried.** Adjourned from Executive Session at 6:47pm.

3. Approve May 2021 Minutes: **Motion to approve Minutes- Mark; Second- Eileen; Carried.**

4. Correspondence: State Insurance Fund- credit of \$662.87 for work from home portion of Pandemic. Marshall and Sterling- contacted about insurance for cyber attacks.

5. Director's Report: Catherine presented her report. Seventy percent of NY has been vaccinated; it is now an option to continue to social distance and mask. Ebooks for All Bill- libraries share the books of their choice. Civil Service: Request to appoint Jennifer Grounds to the Library Assistant position as of 6/6/2021; **Motion to approve appointment of Jennifer Ground to Library Assistant- Mark; Second- Laura; Carried.** A projected increase in the MVP HealthCare Insurance should be expected though there are no full time employees using this insurance. Website: ready to go live. **Motion to approve report- Mark; Second- Marilyn; Carried.**

6. Financial Report and approval of proposed disbursements: **Motion to approve Financial Report- Marilyn; Second- Laura; Carried. Motion to approve proposed disbursements: Laura; Second- Marilyn; Tom recused himself; Carried.**

7. Committee Reports:

- Turning Outward: Lack of participants. Next meeting July 8.
- Building and Grounds: KevMark gave a quote for painting the exterior of the Library this summer. **Motion to accept the Bid- Mark; Second- Laura; Carried.**

8. Old Business: N/A

9. New Business:

- Amending the By-Laws: It is now required to review the By-Laws every 5 years. **Motion to approve By-Laws as presented- Mark; Second- Marilyn; Carried.**
- 3 Year Plan: **Motion to accept the 3 year plan- Eileen; Second- Laura; Carried.**

11. Announcements: Mark and Laura will not be able to attend the July meeting. Policy Committee is going to have work to do; a Performance Review Policy is needed.

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.

-Next Scheduled: July 15, 2020

Adjourned: 7:32pm. **Motion- Mark. Second- Eileen. Carried.**

Submitted by: Caitlin Ippolito