

**Heermance Memorial Library
Board of Trustees Meeting Minutes
December 16, 2021**

In Attendance: Catherine Benson, Tom Silvius, Eileen West, Carol Serazio, Marilyn Rausch, Anna Taillieur

Called to Order: 6:32pm

1. **Guest:** Cathy Beecher, Board Member Elect
2. **Approval of Agenda:** Motion made by Marilyn, seconded by Carol, carried.
3. **Approval of Minutes:** Motion made by Carol to approve November 2021 meeting minutes, seconded by Marilyn, carried.
4. **Correspondence:** Cusack and Company, CPA's, re: financial review/audit. MVP re: renewal. Catherine reported there is no need to renew as no employee needs coverage
5. **Directors Report:** Catherine reviewed her Director's Report and highlighted the following from 2021. Buildings and Grounds accomplished as great deal this past year. The Wreath auction was very successful (\$1,608.00) with many donated by businesses and community members. Columbia-Greene Works helps adults find and train for jobs. They would like to work with the Library during the New Year. **Motion made by Eileen to accept the report, seconded by Marilyn, carried.**
6. **Financial report and Approval of Disbursements:** Mark was not in attendance to give a report. **Motion made by Carol to approve disbursement's, seconded by Anna, carried.**
7. **Committee Reports:** Personnel-Committee met to review salaries, presented to the board. **Motion made to approve 2022 salaries by Eileen, seconded by Anna, carried.**
Policy: Policy Committee met to review and update several policies that were then forwarded to the board to review. Updated policies: Gift Policy, Non-discrimination Policy, Wireless Access Policy, Financial Control Policy, Displays and Exhibits Policy and Emergency Sick Leave Policy. **Motion made by Marilyn to accepted the policy updates, seconded by Carol, carried.** Carol reported the approval by the Historic Preservation Committee to allow two upstairs A/C units with the equipment installed outside the back door.
8. **Old Business:** None discussed
9. **New Business:** Carol thanked Tom, Eileen and Anna for their service to the board. The board reviewed the Holiday Schedule for 2022, adding Juneteenth and Columbus Day to the schedule. **Motion made by Eileen to approve the 2022 Holiday Schedule, seconded by Anna, carried. Motion made to reassign \$41,197.15 (from the Karla Tyson Estate) to renovations made by Carol, seconded by Marilyn, carried.** To be used for air-conditioning, electric and exterior painting.
10. **Announcements:** Tom reported former board member, Jeff Jones son has passed away.
11. **Meetings:** The next Board of Trustee meeting is scheduled for January 20, 2022 at 6:30pm.
12. **Executive Session:** Not requested

13. Adjournment: Motion Made by Marilyn to adjourn at 7:15pm, seconded by Carol, carried.

Submitted by: Eileen West, Vice President, acting Secretary