

**Heermance Memorial Library
Board of Trustees Minutes
December 21, 2022**

In Attendance: Catherine Benson; Library Director, Carol Serazio; President, Marilyn Rausch, Laura Shauger, Eileen West and Colleen Walsh, Secretary

Absentees: Charles Hailer; Vice President, Mark Maraglio; Treasurer, Joseph Garland, IV, and Lydia Okrent

Called to Order: 6:42pm

- 1. Pledge of Allegiance**
- 2. Guest:** None
- 3. Approval of Agenda:** Motion made by Marilyn and seconded by Laura – unanimously passed.
- 4. Approval of Prior Meeting Minutes:** Motion made by Eileen and seconded by Laura – unanimously passed.
- 5. Period of public expression:** None
- 6. Correspondence:** The Library received numerous gifts in the form of cookies, candy and cards as well as donations. Joseph Persichilli on behalf of his mom Barbara gave the staff chocolate for Thanksgiving along with biscotti. There were also monetary donations given to the Library.
- 7. Financial Report and Approval of Disbursements:** Approval of disbursements – Motion made by Eileen and seconded by Laura - unanimously passed.
- 8. Director's Report:** The Library statistics were reviewed. Catherine will be following up with Susan Baldaserini on the logo for the Library. The Library and the Friends raised \$900 selling wreaths at Christmas by the River. There was an incident report filed in December. A patron lost her balance on the sidewalk but, is doing fine. Funds from ARPA were used to purchase technology equipment for the Library.
- 9. Committee Reports:** The following policies were approved:
 - a. Code of Ethics
 - b. Confidentiality of Library Records Policy
 - c. Friends Policy
 - d. Internet Policy
 - e. Law Enforcement Policy
 - f. Public Relations Policy
 - g. Copier / Copyright Policy
 - h. Unattended Children Policy
 - i. Vulnerable Adults PolicyMotion made by Laura and seconded by Eileen – unanimously passed.
- 10. Old Business:** None
- 11. New Business:** The salaries for employees for 2023 were approved. Motion was made by Laura and seconded by Marilyn – unanimously passed.
The Holiday schedule for 2023 was approved. Motion was made by Eileen and seconded by Laura – unanimously passed.

12. Period of Public Expression: None

13. Meetings: The next meeting will be on Thursday January 19, 2023 at 6:30pm.

14. Executive Session: None

15. Adjournment: 8:25pm Motion made by Laura and seconded by Eileen