

**Heermance Memorial Library  
Board of Trustees Minutes  
November 16, 2022**

In Attendance: Catherine Benson; Library Director, Carol Serazio; President, Mark P Maraglio; Treasurer, Marilyn Rausch, Laura Shauger, Joseph Garland, IV, and Colleen Walsh; Secretary. Absentees: Charles Hailer; Vice President, Lydia Okrent

Called to Order: 6:29pm

- 1. Pledge of Allegiance**
- 2. Guest:** None
- 3. Approval of Agenda:** Motion made by Mark and seconded by Laura – unanimously passed.
- 4. Approval of Prior Meeting Minutes:** Motion made by Mark and seconded by Joe – unanimously passed.
- 5. Period of public expression:** Joseph Garland and his wife will be decorating the outside of the Library with lights on November 25<sup>th</sup> for Christmas by the River on December 4, 2022.
- 6. Correspondence:** The Library received a \$100 donation from Helping Hands. The Greene Co. Libraries Association also gave the Library a \$1,000.
- 7. Financial Report and Approval of Disbursements:** Mark presented and reviewed the Financial Reports as well as the checks to be paid. Approval of disbursements – Motion made by Laura and seconded by Marilyn – unanimously passed.
- 8. Director's Report:** Christmas by the River will be outside this year. The wreath auction will be on the outside porch. The Library also purchased (3) external hard drives.
- 9. Committee Reports:** The Publicity Committee met with Susan Baldaserini to discuss the logo for the Library. She will be sending over two versions to review. The Personnel Committee met to discuss staffing after an employee submitted their resignation. The Building and Grounds Committee met to discuss future plans. The railings will be done first and then in the spring the sidewalks will be addressed. The Policies Committee met and changes were made to the Workplace Safety Policy and Programming Policy as well as updates made to the Public Posting Policy and Furniture and Equipment Policy. There was a motion made by Mark and seconded by Marilyn to accept the changes and updates. It was unanimously passed.
- 10. Old Business:** The Amazon ACH withdrawal has been set up and should go into effect in January 2023. The canva.com application for a non-profit account was approved.
- 11. New Business:** The Library Board Meetings will be moved to the 3<sup>rd</sup> Thursday of the month starting in January. The meetings will continue to start at 6:30pm. There was a motion made by Mark to appoint Eileen West to the Library Board. The motion was seconded by Laura and unanimously passed.
- 12. Period of Public Expression:** None
- 13. Meetings:** The next meeting will be on Wednesday December 21, 2022 at 6:30pm.
- 14. Executive Session:** None
- 15. Adjournment:** 7:39pm Motion made by Mark and seconded by Laura