

Heermance Memorial Library Board Meeting Minutes 2/16/23

In attendance: Joe Garland, Mark Maraglio, Charles Hailer, Lydia Okrent, Carol Serazio, Marilyn Rausch, Catherine Benson

Absent: Laura Shauger, Eileen West

Agenda

- Approved (Charles) and accepted (Mark), all in favor

Minutes

- Approved (Marilyn) and accepted (Mark), all in favor

Correspondence

- Maryanne Zadfar gave a \$500 donation
- Friends checks coming in after their mailer went out last week

Treasurer's Report

- Checks that need approval
 - Mark went over all of the checks needing approval, calling out the larger amounts
 - Approved (Charles), seconded (Joe), all in favor
- Audit report is positive, we are doing everything we should be doing
- We have to get an audit every 5 years and a review every year
 - Accepted (Marilyn), seconded (Carol), all in favor
- We need a new CPA, Catherine and Mark will work on this
- Total Assets, Liabilities
 - We have received our funding from the Town of Coxsackie
- Treasurer's Report Approved (Carol), Seconded (Joe), all in favor
- Assigned new people to sign checks
 - Mark
 - Carol
 - Eileen
 - Laura
 - New assignments Accepted (Marilyn), seconded (Joe), all in favor

Director's Report

- Carol confirmed Catherine's Director's Report does not need to be approved
- Computers getting serviced
- Credit Card Reader for fax machine/copy machine, not working because of connectivity issues
- People use, or try to use, the card reader, it doesn't work
 - It is for small amounts, about \$5 each time
- Reaching out to people with long outstanding overdue items, many responding
 - Mailing notices of billed items to patrons
 - If you return the items, the replacement fee goes away, because we don't charge for overdue books
- Statistics
 - Catherine is working on Annual Report for New York State
 - DA approved that we would have reciprocal lending agreement with Southern Adirondack and Mohawk Valley Library Systems (in addition to Mid-Hudson Library System and Upper Hudson Library System)

Committee Reports

- Publicity Committee to have meeting with Susan to go over Logo
- Catherine to help set up meeting
- Policy Committee reviewed Personnel Policy
 - One example of a change: Part-time employees get paid for snow days too
 - All Personnel Policy changes Accepted (Mark), seconded (Joe), all in favor

Committee Assignments

*If you have any issues with your assignment, let Carol know

• Building and Grounds

- Joe (Chair)
- Laura
- Mark
- Charles

• Election and Publicity

- Marilyn (Chair)
- Laura
- Lydia
- Eileen

• Finance

- Mark (Chair)

- Joe
- Charles
- Marilyn

- **Personnel**

- Lydia (Chair)
- Marilyn
- Carol
- Laura

- **Policy and Planning**

- Charles (Chair)
- Laura
- Lydia
- Eileen

New Business

- Annual compliance schedule discussed
- Annual report to the community distribution discussed

All board members: Reminder to sign up for training, you should have received email, will get a certificate printed out afterwards.

Motion to adjourn (Mark), seconded (Charles), all in favor

Next meeting: March 16