

Heermance Memorial Library

Board of Trustees

Meeting Minutes

July 19, 2018

Call to order: 7:00pm.

Attendees: Linda Deubert, Claudine West, Caitlin Ippolito, Carol Serazio, Jeff Jones, Betty Cure, Tom Silvius (via telephone), Mark Maraglio. Absent: Eileen West, Bess Rogers.

Executive Session: No decisions made. Closed at 7:12pm.

Guests: N/A.

Approval of Agenda: **Motion, Mark, seconded by Carol, carried.**

Approval of June 2018 Minutes: **Motion, Mark, seconded by Betty, carried.**

Correspondence: N/A.

Director's Report: Linda reviewed her Directors Report.

- Discussed Compliance Calendar. Noted that:
 1. Compliance Calendar should be reviewed quarterly
 2. the Parking Lot Permits will be renewed,
 3. the Board Effectiveness Survey needs to be reviewed,
 4. a tentative budget must be prepared,
 5. this year's Board election will have 5 openings: 3-4 current trustees whose terms are up should decide if they are running again; please find candidates.
- Discussed 2018 Library Election date. Scheduled for October 16th. **Motion, Mark, seconded by Claudine, carried.**
- Discussed changes to Whistle Blower, Personnel & Volunteer Policies.
- Will try to email Board Report the week prior to the Board meeting. Monthly bills statement will continue to be emailed the day or two before.
- Community Newsletter: in progress. Would like to include announcement on Mobile Printing and new library director (if possible).
- Reviewed the 3-Year Plan: asked that the Board brainstorm ideas for updating the plan.

Motion to approve the Directors report, Mark, seconded by Betty, carried.

Financial Report and approval of proposed disbursements: The financial report was given by Mark. List of disbursements was reviewed. **Motion to approve disbursements and financial report, Claudine, seconded by Caitlin, carried.**

- **Approve Budget Amendments- Motion, Claudine, seconded by Caitlin, carried**
- **Motion to move Legislative Aid to Capital Improvement as discussed in director's report: Motion, Claudine, seconded by Betty, carried.**

Committee Reports:

- **Search Committee-** Phone interviews are complete. Personal interviews for finalists to be scheduled for Monday July 23rd. Next Committee meeting July 25th.
- **Personnel Committee- Motion to approve changes as discussed in Director's Report. Motion, Mark, Seconded by Betty, carried.**
- **Buildings & Grounds:** Looking into more options for carpeting through Glen's Carpeting. We will be going through with the Air-conditioning project, comparing estimates. Request for a review of the facilities plan during August meeting. Received approval from Coxsackie Historical Committee for the back windows.

Old Business:

- Board Effectiveness Surveys compiled by Tom and will be reviewed during August meeting.

New Business: N/A

Announcements: N/A

Bill Review: Eileen, Caitlin & Carol are available regularly.

Meetings: Held at the Library the 3rd Thursday of each month at 7:00pm, unless otherwise noted. If board cannot meet as scheduled, make-up will be the next Saturday at 9:00am.

A. Next Scheduled: August 16, 2018

B. 2018 Budget Presentation to the Town Board-Tuesday, 9/11/18

Adjournment: 8:04

Submitted by: Caitlin Ippolito