

## Heermance Memorial Library

### Board of Trustees Minutes

March 21, 2019

Call to order: 7:02pm

Quorum- Attendees: Catherine Benson- Library Director, Eileen West, Mark Maragio Caitlin Ippolito, Carol Serazio, Victor Woytowich, Marilyn Rausch. Absentees: Tom Silvius, Jeff Jones, Mary McGuigan.

1. Recognize Guests, Review and Approve Agenda: No Guests. **Motion to approve Agenda- Mark; Second- Marilyn. Carried.**
2. Approve February 2019 Minutes: Correction suggested- add absentees to attendance. **Motion to approve with correction- Mark; Second- Marilyn. Carried.**
3. Correspondence: Paid Family Leave needs to be included in Policies. Mid-Hudson Library System is changing to automatic renewals, donations to replace fines. The Stewart's Grant arrived.
4. Director's Report: Catherine reviewed the Director's Report. **Motion to approve- Mark; Second- Carol. Carried.**
5. Financial Report and approval of proposed disbursements: **Motion to approve Financial Report and March disbursements- Carol; Second- Marilyn. Carried. Motion to accept Financial Statement- Caitlin; Second Carol. Carried. Motion to add Eileen and Caitlin as a signer for checks- Marilyn; Second Carol. All.**
6. Committee Reports:
  - Carol reported on Building and Grounds. A thank you will be sent to Mike Tighe for his continued help and generosity.
  - Insurance Agent will be meeting with Finance Committee to discuss switching from Erie to Utica. **Motion to allow the Committee to make the decision- Carol; Second- Victor. Carried.**
7. Old Business: Ad Hoc Committee has not yet met. Mark informed the Board the Aaron Flach is willing to rent part/all of the building next door to the library.
8. New Business:
  - Recommendations to get the word out about what the library offers: Times Union email blasts, NBC sign on 9W, develop library app, StateTel bill inserts, church bulletins.
  - Eileen handed out the Board Effectiveness Surveys. They are due at the April meeting. Eileen felt the director could also provide feedback to the Board.
9. Announcements: N/A.
10. Meetings: Held at the Library the 3<sup>rd</sup> 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: April 18, 2019
  - B. 2019 Budget Presentation to the Town Board: September 2019
  - C. 2019 Library Election: date TBD.
11. Executive Session: N/A.

Adjourned: 8:14pm. Motion- Mark. Second- Eileen. Carried.

Submitted by: Caitlin Ippolito