

**Hawn Memorial Library
Board of Trustees Meeting
January 21, 2020 Minutes**

Call to Order - Meeting was called to order at 4:00 p.m.

Present: Debbie Allen, Charles (CAB) Burns, Brooke Hartle, Beverly Company, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde (Village of Clayton) Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

Absent: Kenneth Knapp (Town of Clayton)

Minutes: Donna made a motion to approve the meeting minutes as corrected for December, 2019. Bev seconded; motion carried.

Correspondence and Announcements

--It was decided to gather a collection from among the board members to donate to the Elias Woodcreek Club in memory of Volunteer Anne Houppert's husband, who recently passed away.

Presentation of Abstracts by the Finance Officer

Carol presented Abstract #8, Expense Voucher Numbers 00002596 – 00002602 in the amount of \$1,917.96 to the Board for approval. Carol presented Prepaid Abstract #8, Expense Voucher Numbers 00000125 and 00001324 in the amount of \$787.22. Abstracts were approved as presented.

Standing Committee Reports

- **Budget** (CAROL, Don, Donna [Interim Chair], Sue)
 1. Carol reported that the budget is on par with estimated figures.
 2. Work is going forward on the new budget with the goal of cutting back further.
 3. Carol made a motion to go on the school ballot for an increase of \$7,500. Don seconded; motion carried.
 4. Debbie appointed Donna as Interim Chair of Budget Committee.

- **By-laws and Policies** (JANE, Bev, Donna)

--Jane presented a Calendar of Last Board Review of Policy and Procedures. It is requested that any comments or suggestions on policies be made two months prior to the committee review of such policies. The

next reviews will be done in March and will include Anti-Discriminatory, Anti-Harassment, and Incident Report.

- **Building and Grounds** (DON, Nick, Cab)
 1. The elevator will be repaired by the company that services it.
 2. Nancy Hyde recommended that the library hasten to apply for the Downtown Revitalization Initiative.

- **Grants** (CAROL, Don, Golda Sue)
 1. Construction grant was discussed.
 2. In the fall, we will potentially request a NNYCF grant.
 3. Stewart's Grant was submitted for teen/young adult media equipment.
 4. Brooke submitted input for the NCLS 2020 Incentive Grant.

- **Personnel** (DON, Donna, Jane)

--Debbie H. announced that the Personnel Committee will be reinstated with Don as Chair and Donna and Jane serving.

- **Technology** (JOAN)

-Plans are being considered for computer replacement over time.

Director's Report

1. Joe Chrisman will donate fishing poles and tackle boxes for patrons to check out, similar to the life jackets program.
2. Annual Report is in the works, due by end of January.
3. Proposed dates for Book Sale are June 24-27.

Unfinished Business

1. Reusable bag samples were passed around for inspection and consideration for purchase to have for sale.
2. Completed Sexual Harassment Training forms were collected.

New Business

None at this time

Adjournment – Donna made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 5:04 p.m.

Next meeting is scheduled for February 18, 2020 at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.