

**Hawn Memorial Library
Board of Trustees Meeting
October 15, 2019 Minutes**

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

Present: Debbie Allen, Charles (CAB) Burns, Beverly Company, Don Dilworth, Carol Flannery, Brooke Hartle, Deborah Hunter, Jane Leahy, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

Absent: Sue Grant (excused), Nancy Hyde (Village of Clayton) (excused), Kenneth Knapp (Town of Clayton), Golda Mellon (excused)

Minutes: Joan made a motion to approve the meeting minutes for September 2019. Donna seconded; motion carried.

Correspondence and Announcements

Brooke circulated a sheet for trustees to sign indicating that they have completed the mandated sexual harassment training.

Presentation of Abstracts by the Treasurer

Carol presented Abstract #5, Expense Voucher Numbers 00002329 – 00002334 in the amount of \$1,510.44 to the Board for approval. Carol presented Prepaid Abstract #5, Expense Voucher Number 00002264 in the amount of \$583.03. Abstracts were approved as presented.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)**
Nothing to report
- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**
Nothing to report
- **Building and Grounds**
 1. New lighting has been installed and is a great improvement.
 2. A door has been installed in the office.
- **Charter Committee (DEB, Golda, Jane, Sue)**
--Debbie H. recommended that no further discussion is needed at this time.

- **Personnel (CAB, Carol, Debbie H., Don, Jane)**
 1. Gina Wirth has begun employment here.
 2. Carol made a motion to raise Janine's salary to \$11.80/hr., effective 10/16/19. Don seconded; motion carried.

- **Technology (JOAN, Carol, Deb)**
 1. Joan made a motion to approve up to \$500 for routine computer maintenance. Carol seconded; motion carried.
 2. There was discussion about technology needs for youth.

Director's Report

1. Paint and Sip program Sept. 13 was full and brought in \$60.
2. Dawn La Flamm presentation on Rose Villa Library had 6 people. Our library donated 130 children's books and \$74 to this cause.
3. Book Club has begun and is successful.
4. Oct. 24, 1:30 p.m. will be a Shout Out to deployed Ft, Drum Soldiers.
5. Patron count is down, likely due to road construction.

Unfinished Business

Nothing to report

New Business

Nothing to report

Adjournment –Donna made a motion to adjourn, which was seconded by Joan and was approved unanimously. Meeting adjourned at 4:58 p.m.

Next meeting is scheduled for November 19, 2019, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.