

**Hawn Memorial Library
Board of Trustees Meeting
March 17, 2020 Minutes**

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

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

Absent: Charles (Cab) Burns, Carol Flannery, Sue Grant, Kenneth Knapp (Town of Clayton)

Minutes: Donna made a motion to approve the meeting minutes for March 2020. Don seconded; motion carried.

New Business

1. Coronavirus Plan was discussed.
2. Town of Clayton has closed most municipal offices, including the library as of March 17, 7:00 p.m., until further notice.
3. Joan made a motion that Hawn Memorial Library confirms it has no agreements or policies to the contrary and desires to set up maximum flexibility during this state of emergency:

Whereas on March 7, 2020, the Governor of the State of New York issues Executive Order 202 declaring a state disaster emergency; and

Whereas, as a result, of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours, or reduce staff reporting for duty; and

Whereas, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

Whereas, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours; and

Whereas, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the library director and the Board of Trustees shall maintain ongoing communication and monitor the best approach to address safety and operational concerns; and

BE IT FURTHER RESOLVED that the board shall reconvene, in whatever format is possible, on April 21, 2020, to reconsider the continuation of compensation in light of what may be needed for the community and the library to recover from the state of emergency and return to normal operations.

Nick seconded; motion carried.

4. Bev made a motion to move \$500, according to the director's recommendation, from the book budget for a one-time contribution to digital overdrive through NCLS to help with increased use of digital books during the Coronavirus crisis. Joan seconded; motion carried.

Correspondence and Announcements:

Nothing to report

Presentation of Abstracts by the Finance Officer

Donna presented Abstract #10, Expense Voucher Numbers 00002763 – 00002779 in the amount of \$1,318.95 to the Board for approval. Donna presented Prepaid Abstract #10, Expense Voucher Numbers 000002726 and 00002727 in the amount of \$1,067.74. Donna made a motion to approve the abstracts, which were approved as presented.

Standing Committee Reports

- **Budget** (CAROL, Don, Donna [Interim Chair], Sue)
--Donna reported that budget meetings and changes will be postponed until the present crisis has passed.

- **By-laws and Policies** (JANE, Bev, Donna)
 1. Jane made a motion to approved the Anti-Discriminatory and Anti-Harassment Policies, as reviewed and approved, and the Incident Report Policy as reviewed, amended and approved. Don seconded; motion carried.
 2. The following policies will be reviewed and discussed in April: Education and Mileage, Technology, and Personnel

- **Building and Grounds** (DON, Nick, Cab)
--The building will be closed to the public due to the global crisis.

- **Grants** (CAROL, Don, Golda Sue)
--Nothing to report

- **Personnel** (DON, Donna, Jane)
--Nothing to report

- **Technology (JOAN)**
--Nothing to report

Director's Report

1. Friends of the Library have donated toward updating of the children's nonfiction section.
2. There is a new and very positive relationship being built with the new director of Depauville Library.
3. Summer Reading workshop was attended on March 5.
4. A long list of projects was submitted to be worked on during the time of closure to maintain and improve the library.
5. Temporary circulation procedures were discussed.
6. Nick suggested that the T.I. Sun article reflect ongoing projects and improvements at the library as well as temporary circulation procedures during this time of closure.

Unfinished Business

--The purchase of reusable bags was tabled for now.

Adjournment – Joan made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 5:10 p.m.

Next meeting is scheduled for April 21, 2020, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.