

**Hawn Memorial Library
Board of Trustees Meeting
April 23, 2019 Minutes**

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

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

Minutes: Golda made a motion to approve the meeting minutes for March 19, 2019. Don seconded; motion carried.

Correspondence and Announcements

Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #11, Expense Voucher Numbers 00001685 through 00001696 in the amount of \$3,315.01 to the Board for approval. Carol presented Prepaid Abstract #11, Expense Voucher Number 00001627 in the amount of \$289.99 to the Board for approval. Abstract #11 and Prepaid Abstract #11 were approved.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)**
 1. There was discussion regarding the new budget and checks and balances between the Village and the Library. There will be a meeting with the library Budget Committee, Brooke, Nancy Hyde, and the Village Treasurer before the next board meeting.
 2. Carol made a motion to approve the revised budget. Joan seconded; motion carried.

- **Building and Grounds (CAB, Don, George, Nick)**

--Don will request being put on the agenda for the next Village Board Meeting to present a request that the library be allowed to install a break room with appliances.

- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**
 1. Debbie H. made a motion to approve the Personnel Policy as presented. Don seconded; motion carried.
 2. Joan made a motion to approve the Technology Policy as presented. George seconded; motion carried.
 3. Debbie H. distributed information regarding the charter for board review.

- **Personnel (CAB, Carol, Debbie H., Don, Jane)**
 - There was discussion regarding budget for personnel.

- **Technology (JOAN, Carol, Deb)**
 - Joan made a motion to approve the expenditure of \$1,175 for the purchase and installation of a second new computer system and \$575 for the needed infrastructure for the front desk, to be withdrawn from the Computer Reserve account. Sue seconded; motion carried.

Director's Report

1. Brooke has secured a \$200 grant from NCLS to attend the annual ARSL Convention.
2. Brooke will attend a Grant Writing Workshop in May in addition to various webinars for training.
3. Brooke will be ordering large print books from one of our other vendors at a significant cost reduction.
4. Brooke has moved our phone service from Verizon (\$170/month) to Nextiva (\$60/month).
5. Spring Break programs were a success.
6. Brook has reinstated the Adopt-a-Book program and has had 5 patrons donate \$78 toward new books already.
7. Interviews will begin to work toward filling the new part-time year-round position replacing Kali.
8. Upcoming programs: Arbor Day at Zenda Farms 4/27, Star Wars Day 5/4, Peace Officer Day 5/15 (local law enforcement attending), Talking is Teaching for early readers 5/21 (local business volunteering to help)
9. Volunteer Brunch 5/9 at 10:00 a.m. Food contributions welcome.
10. Village Wide Garage Sale 6/1. We will sell books and baked goods. Donations of baked goods needed.
11. Circulation is up, although actual patron visits are down, likely due to Spectrum being installed in outlying communities.

Unfinished Business

Nothing to report

New Business

Nothing to report

Adjournment – Debbie H. made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 4:51 p.m.

Next meeting is scheduled for May 21, 2019, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.