

**Hawn Memorial Library
Board of Trustees Meeting
July 16, 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, Sue Grant, Brooke Hartle, Deborah Hunter, Nancy Hyde (Village of Clayton), Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger

Absent: Kenneth Knapp (Town of Clayton), Joan Varsics

Minutes: Bev made a motion to approve the meeting minutes for June 2019. Don seconded; motion carried.

Correspondence and Announcements

Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #1B, Expense Voucher Number 00001925 in the amount of \$135 to the Board for approval. Carol presented Prepaid Abstract #2, Expense Voucher Numbers 00001978 - 00001983 in the amount of \$4438.65 to the Board for approval. Carol presented Abstract #2A, Expense Voucher Numbers 00002021- 00002022, in the amount of \$774.92. Carol presented an additional Prepaid Abstract #2, Expense Voucher Number 00001934, in the amount of \$389.51.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)**
 1. Carol made a motion to transfer \$1,134 from the Computer Reserve Fund to Computer O&M to reflect the expenditure for the new front desk computer. Motion carried.
 2. Sue made a motion to approve Brooke to purchase a file cabinet for \$105, more or less, to be taken from Line Item 446 Building O&M. Don seconded; motion carried.

- **Building and Grounds (CAB, Don, George, Nick)**
-- Application for a building grant for the addition of a break room has been postponed until next year.
- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**
Nothing to report
- **Personnel (CAB, Carol, Debbie H., Don, Jane)**
Nothing to report
- **Technology (JOAN, Carol, Deb)**
Nothing to report

Director's Report

1. Book sale totaled \$1,182.
2. Aug. 1, Dawn La Flamm, founder of the Rose Villa Library in Aflao, Ghana, will do a presentation of her work there.
3. Facebook usage is way up. Our reach is now up to 18,000. Engagement in June was 1,300.

Unfinished Business

Nothing to report

New Business

1. Staffing during Brooke's surgery in November and Janine's surgery in July was discussed.
2. Debbie H. will head a committee with Golda to research the library abstract.
3. Carol will chair a committee with Donna for grant research and writing.
4. Nancy Hyde announced that there will be a ground breaking ceremony for the street-scaping project, which will officially begin Sept. 3.

Adjournment –Debbie H. made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 4:52 p.m.

Next meeting is scheduled for Aug. 20, 2019, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.