

**Hawn Memorial Library
Board of Trustees Meeting
August 20, 2019 Minutes**

Call to Order - Meeting was called to order at 3:59 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, Joan Varsics

Absent: Kenneth Knapp (Town of Clayton)

Minutes: Jane made a motion to approve the meeting minutes for July 2019. Carol seconded; motion carried.

Correspondence and Announcements

Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #3, Expense Voucher Numbers 00002128 – 00002134 in the amount of \$2,066.97 to the Board for approval. Carol presented Prepaid Abstract #3, Expense Voucher Number 00002050 in the amount of \$569.45.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)**
Nothing to report

- **Building and Grounds (CAB, Don, George, Nick)**
Nothing to report

- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**
Nothing to report

Charter Committee (DEB, Golda, Jane, Sue)

- There will be a meeting with Paulette from NCLS on Sept. 3, 1:00 p.m. at the library.

- **Personnel (CAB, Carol, Debbie H., Don, Jane)**
Nothing to report
- **Technology (JOAN, Carol, Deb)**
Nothing to report

Director's Report

1. Brooke passed her Civil Service exam for Senior Library Clerk.
2. Upcoming training for Brooke Sept. 4 – 7 at the ARSL Conference.
3. Summer Reading Program was a great success.
4. Craft nights are a success.
5. Front office and employee break room have been cleaned and reorganized.
6. Story time with Miss Sue resumes Sept 10.
7. Book club starts at the end of September.
8. Skiff Program is another success.

Unfinished Business

Nothing to report

New Business

1. There was discussion regarding what to do with leftover books after the book sale.
2. Brooke requested that a door be installed on the office for privacy. She will contact Terry at the Village to talk about possibilities.

Adjournment –Debbie H. made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 4:50 p.m.

Next meeting is scheduled for Sept. 17, 2019, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.