

**Hawn Memorial Library
Board of Trustees Meeting
September 17, 2019 Minutes**

Call to Order - Meeting was called to order at 4:00 p.m. Sue made a motion to go into Executive Session. Joan seconded; motion carried.
Cab made a motion to come out of Executive Session at 4:18 p.m. Joan seconded; motion carried.

Present: Debbie Allen, Charles (CAB) Burns, Carol Flannery, Sue Grant, Brooke Hartle, Deborah Hunter, Nancy Hyde (Village of Clayton), Jane Leahy, Nicholas Quarrier, Donna Schneeberger

Absent: Beverly Company (excused), Don Dilworth (excused), Kenneth Knapp (Town of Clayton), Golda Mellon (excused)

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

Correspondence and Announcements--Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #4, Expense Voucher Numbers 00002213 – 00002222 in the amount of \$3,783.17 to the Board for approval. Carol presented Prepaid Abstract #4, Expense Voucher Number 00002177 in the amount of \$612.85.

STANDING COMMITTEE REPORTS

Budget (CAROL, Deb H., Donna, Sue)

1. Carol moved to give Brooke a \$0.50 raise in recognition of successful completion of the Civil Service Exam for Senior Library Clerk as of 9/19/19. Sue seconded; motion carried.
2. A blast report was done to ensure the safety of the building during blasting for the village construction project.
3. Nancy Hyde gave a report on the village construction project.
4. Tina is the person at the Village to direct financial questions to.

Building and Grounds (CAB, Don, Nick)

--The back ramp and railing have been repaired and replaced.

- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**
Nothing to report
- **Charter Committee (DEB, Golda, Jane, Sue)**
Nothing to report
- **Personnel (CAB, Carol, Debbie H., Don, Jane)**
Nothing to report
- **Technology (JOAN, Carol, Deb)**
Nothing to report

Director's Report

1. Joan suggested a gathering with the Board and Brooke for her to share some of the things she learned and would like to incorporate here from the ARSL Conference.
2. Programs are up and running. Brooke finds they are better attended when the cost is low.
3. The Board must complete training about sexual harassment by Oct. 9, 2019.

Unfinished Business--Nothing to report

New Business

1. Donna made a motion to hire Gina Wirth as a library substitute for \$11.80 per hour for up to 20 hours, starting 9/19/19. Carol seconded the motion, which carried.
2. Sue made a motion to purchase new lighting fixtures throughout the library, with the Village installing. Carol seconded; motion carried.
3. The Ad Hoc Committee for Officers presented the new slate of officers. Nick made a motion to present this slate at the November meeting; Carol seconded. Motion carried.

Adjournment –Debbie H. made a motion to adjourn, which was seconded by Sue and was approved unanimously. Meeting adjourned at 5:12 p.m.

Next meeting is scheduled for October 15, 2019, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.