

**Hawn Memorial Library  
Board of Trustees Meeting  
October 16, 2018 Minutes**

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

**Present:** Debbie Allen, Charles (CAB) Burns, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Kathy Jewsbury (Director), Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

**Absent:** Beverly Company, Nancy Hyde, George Irvine, (All excused)

**Minutes:** Don made a motion to approve the meeting minutes for September 18, 2018. Debbie H. seconded; motion carried.

**Correspondence and Announcements** – Nothing to report

**Presentation of Abstracts by the Treasurer**

Carol presented Abstract #5, Expense Voucher Numbers 00001084 through 00001093 in the amount of \$1,596.45 to the Board for approval. Carol presented Prepaid Abstract #5, Expense Voucher Number 00001042 in the amount of \$635.05 to the Board for approval. Abstract #5 and Prepaid Abstract #5 were approved. Credit card bill was approved to be prepaid. It was also approved to cut a new check to Advanced Business Systems in the amount of \$342.90 due to the fact that they didn't receive the August payment in the mail, although sent. It was approved to pay Douglas Hebert for the horse and wagon rides, in the amount of \$400, for Christmas in Clayton on Dec.1.

**Standing Committee Reports**

- **Budget (CAROL, Deb H., Donna, Sue, Debbie A.)** Carol made a motion to transfer \$30,200 from line item 100 to 103, leaving \$1000 to pay for DPW services on line item 107. Joan seconded; motion carried.
- **Building and Grounds (CAB, Don, George, Nick)** Don spoke with library staff regarding the front desk and there is a possibility of building or buying a small extension to the desk to create a second computer space. Also Don is looking into the details of adding a kitchen downstairs. The key lock box will be ordered and installed within a few weeks. The gutters

will be cleaned, but the village is having difficulty finding a contractor to do the job.

- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)** Nothing to report
- **Technology (JOAN, Carol, Deb H.)** Joan brought up the need for the appropriate technology for a second front desk work station.

### **Director's Report**

1. Training, workshops, webinars, and participation in NCLS events are ongoing.
2. The annual Pumpkin Decorating Contest is this weekend. Board members are encouraged to attend.
3. Weeding training with NCLS took place successfully.
4. Dilworths will do a story hour for children on Oct. 26.
5. There will be Trick or Treating at the library on Oct. 31, from 3-5 p.m.
6. Kathy Jewsbury is back part time until December and it is wonderful to have her.
7. Nancy Hyde reported that the outside key lock box will be ordered and installed within the next few weeks, and the gutter cleaning is being addressed.

### **Unfinished Business**

1. Debbie A. will publish the fact that we will no longer be doing the Easter Egg Hunt in lieu of concentrating on more library related activities.
2. Joan made a motion to approve the library closing dates as presented. Don seconded; motion carried.
3. Debbie H. will compare the present library closing dates with the village closing dates to keep the two consistent.

### **New Business**

-- Cab appointed a Director Search Committee consisting of Cab, Carol, Debbie A., Debbie H., Don, Jane, and Kathy.

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

**Next meeting is scheduled for November 20, 2018, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.