

HAWN MEMORIAL LIBRARY
Board of Trustees Meeting
October 20,2020

Meeting called to Order: 4:00

ATTENDANCE: Deborah Hunter, Don Dilworth, Golda Mellon, Sue Grant, Carol Flannery, Jane Leahy, Donna Schneeberger, Nicholas Quarrier, Joan Varsics, Cab Burns, Bev Company, Brooke Hartle, and Nancy Hyde (Village of Clayton).

MINUTES: Donna made a motion to approve the September 15, 2020 minutes. Don seconded the motion. All in favor, motion carried.

BUDGET: Carol, Sue, Donna

Carol made a motion to pay the October abstracts in the amount of \$2242.94. All in favor, motion carried.

After discussing how to pay money owed for payroll expenses to the Village of Clayton three resolutions were presented:

Resolution 1. Therefore, be it resolved that the Board of Trustees of Hawn Library authorize our bookkeeper, Luci at Carrier Bay Services to pay \$13610.00, the charges for August and September payroll to the Village of Clayton immediately and also that it be resolved that we preauthorize Luci, our bookkeeper, to pay \$13610.00, the charges for October and November, to the Village of Clayton no later than November 15, 2020.

Sue made a motion to approve this resolution. Don seconded. All in favor, motion carried.

Resolution 2: Be it resolved that, because the invoices for payroll expenses from the Village of Clayton for the current month will become due by the fifteenth of each month, usually before our regular monthly meetings, we hereby give preapproval for our bookkeeper, Luci at Carrier Bay Services, to pay each monthly bill in the amount of \$6805.00, or such amount as approved by the Finance Committee chairperson, on or before the due date each month, starting in December, 2020, until notified differently.

Sue made a motion to approve this resolution. Don seconded. All in favor, the motion carried.

Resolution 3:

Be it resolved that the National Grid monthly bill is usually due before our monthly meeting, that we, the Board of Trustees of Hawn Library, preauthorize Luci at Carrier Bay Services to pay this monthly bill in time for it to be received by the due date. This preauthorization remains in effect until cancelled.

Sue made a motion to approve this resolution. Don seconded. All in favor, motion carried.

The letter from the Village of Clayton regarding the financial relationship between the village and the library was discussed.

BY-LAWS & POLICY: Jane, Donna, Bev, Debbie

Open Meeting Policy: Jane made a motion to approve the revisions to this policy. Bev seconded. All in favor, motion carried.

Petty Cash Policy: Jane made a motion to approve the revisions to this policy. Don seconded. All in favor, motion carried.

Public Relations Policy: Jane made a motion to approve the revisions to this policy. Don seconded. All in favor. Motion carried.

The policies to be reviewed for November are Circulation and Patron Responsibility.

BUILDING & GROUNDS COMMITTEE: Don, Nick, CAB

Brooke reported that the in ground propane tank had a leak. Terry took care of seeing the installation of a new above ground tank. The old tank will be removed at a later date. There is a new company supplying propane at a lower per gallon rate.

GRANT COMMITTEE: Carol, Golda, Sue, Don, Joan

Carol withdrew from this committee due to her commitment to the budget committee and her personal responsibilities. Golda will chair this committee.

Brooke said she would be integral in finding grants and would guide the committee in completing the grant applications.

TECHNOLOGY COMMITTEE: Joan, Deb

Brooke said she is in the process of moving the website to WordPress. She is working with NCLS through the process.

PERSONNEL COMMITTEE: Don, Donna, Jane, Debbie

Nothing to report.

SAFETY COMMITTEE: Nick, Don, Joan

We are ready to move ahead with Phase III.

Don made a motion to approve Phase III. Carol seconded. All in favor. Motion carried.

Brooke and Brett have taken care of signage and have a log for patrons to sign at the front desk. There will be a soft opening beginning October 26. Brooke will announce the opening in the TI Sun the following week.

AD HOC COMMITTEE:

CAB brought together an AD HOC committee. The committee is looking at:

1. The current term of a trustee ends on November 30. The committee recommends changing the end date to December 31.
2. The current slate of officers will remain as is. Carol will be reappointed to the board of trustees. After her reappointment she will continue as the financial officer. A trustee will need to work with Carol with the intent to fill the position when her year is up. There may need to be an exception made to the bylaws.
3. Three trustees (Carol, Debbie, Joan) will complete their term on November 30, 2020.

These three items will be discussed at the November meeting.

DIRECTOR'S REPORT: Brooke highlighted what she and Brett have been working on while the library is under Phase II. The Bob Marr Art show was well received. Money left from donations in Bob's name will be used for future art kits and projects. The current "All Aboard for the HAWN EXPRESS" fundraiser is under way. The goal of this fundraiser is \$3126.

UNFINISHED BUSINESS: Debbie would like the board to complete a board evaluation. She will print the evaluation and leave it at the library to be picked up by board members.

NEW BUSINESS: Dan Blank has expressed an interest in becoming a trustee. He submitted a resume. At this time we have a full board. It was suggested he attend meetings to become familiar with Hawn Library. Debbie discussed a way to mentor future board members. She suggested coming up with a checklist to use with prospective board members.

Debbie encouraged the board to focus on being proactive. She would like us to look into taking part in the NCLS course offerings.

Sue would like the board to come up with a plan for future expenses.

Bev made a motion to adjourn. Donna seconded. The meeting was adjourned at 5:30. The next regularly scheduled meeting will be November 17, 2020. The policy committee will meet at 3:30 and the board will meet at 4:00.

Respectfully submitted by Golda Mellon, Secretary