

HAWN MEMORIAL LIBRARY  
Board of Trustees Meeting  
November 17, 2020

**Meeting called to Order:** 4:00

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

**MINUTES:** Donna made a motion to approve the October 20, 2020 minutes. CAB seconded the motion. All in favor, motion carried. Donna made a motion to approve the November 10, 2020 Working Meeting minutes. Carol seconded the motion. All in favor, motion carried.

**BUDGET:** Carol, Sue, Donna, Nick

Carol made a motion to pay the November abstract in the amount of \$1406.02. All in favor, motion carried.

Carol spoke with Norma Zimmer, the Village of Clayton mayor, regarding the date of payment to the village for payroll. Payments will be made the Wednesday after the monthly library board meeting.

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

Jane made a motion to accept the revisions to the Circulation and Interlibrary Loan and Patron Responsibility and Conduct policies. Don seconded the motion. All in favor, motion passed.

The policies to be reviewed for the December meeting are Confidentiality and Materials Selection/Collection Development.

**BUILDING & GROUNDS COMMITTEE:** Don, Nick, CAB

Don and Nick will come to the library on Monday, November 23, to bring the Christmas decorations upstairs. Debbie and Golda will come in Tuesday morning to sort through the decorations. Decorations not used will be donated to the Thrift Store. Don and Sherry will come in Tuesday afternoon to decorate the front room of the library.

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

The committee met Friday, November 13. Brooke presented a list of possible grants available to the library. The committee decided to apply for the NNY Youth Philanthropy Grant. The deadline for the application is December 4, 2020. Golda and Brooke will meet Thursday, November 19, to complete the application.

**TECHNOLOGY COMMITTEE:** Joan, Deb  
Nothing to report.

**PERSONNEL COMMITTEE:** Don, Donna, Jane, Debbie  
Nothing to report.

**SAFETY COMMITTEE:** Nick, Don, Joan  
Due to the increase in COVID case within Jefferson County it was decided to return to Phase II. Beginning Monday, November 23, the library will use Grab N Go and allow entry to the library for computer use by appointments.

**AD HOC COMMITTEE:**  
The committee recommended all board terms end on December 31. The current slate of officers will remain the same: Deborah Hunter, President; Donald Dillworth, Vice President; Golda Mellon, Secretary; Carol Flannery, Financial Officer. The committee recommends that Debbie be reappointed as president and Carol be reappointed as financial officer for one year. Three trustees terms will expire on November 30, 2020-Carol Flannery, Deborah Hunter, and Joan Varsics. The committee recommends that all three trustees be reappointed to trustee terms to expire on December 31, 2025.

**DIRECTOR'S REPORT:** Brooke reported the fundraiser has gone very well. The Brick's Foundation promised \$1000.00. CAB and Debbie sent thank you notes to the Bricks. The fundraiser is less than \$300.00 from the goal. Grab N Go continues to go well.

**UNFINISHED BUSINESS:** The Board evaluation is on hold. We will move forward with this evaluation in 2021.

**NEW BUSINESS:**  
Debbie and Brooke brought up having Paulette Roes come to a board meeting in 2021 to talk about possible funding options for the library.

Don made a motion to adjourn. Joan seconded. The meeting was adjourned at 4:50. The next regularly scheduled meeting will be a ZOOM meeting December 15, 2020. The policy committee will meet at 3:30 and the board will meet at 4:00.

Respectfully submitted by Golda Mellon, Secretary