

HAWN MEMORIAL LIBRARY
Board of Trustees ZOOM Meeting
December 15, 2020

Meeting called to Order: 4:05

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

MINUTES: CAB made a motion to approve the November 17, 2020 minutes. Bev seconded the motion. All in favor, motion carried.

BUDGET: Carol, Sue, Donna, Nick

Carol made a motion to pay the December abstract in the amount of \$8757.80. All in favor, motion carried.

Carol made a motion to create a new bank account at Watertown Savings Bank labeled "Major Library Projects". It will start with a balance of \$12,183.00 taken from the Opening Balance Equity, which represents the library's reserve account previously managed by the Village of Clayton. The account will be used to fund major projects approved by the library board. It will be managed by the board president and the financial officer. All in favor, motion carried.

Carol made a motion to accept the revised "working budget" for 2020/2021, now that the library has received most of its projected income for the fiscal year. All in favor, motion carried.

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

Jane made a motion to accept the revisions to the Confidentiality policy. Nick seconded. All in favor, motion carried.

Jane made a motion to accept the revisions to the Materials Selection/ Collection Development policy. Joan seconded. All in favor, motion carried.

The policy to be reviewed for the January meeting will be the Volunteer policy.

Debbie stated that as per the current library bylaws the board needs to recognize the number of trustees on the library board annually. She made a motion that this resolution be passed:

Therefore, be it resolved that the Board of Trustees of Hawn Memorial Library shall not be less than five (5) or more than eleven (11) members.

Bev seconded the motion. All in favor, motion carried.

BUILDING & GROUNDS COMMITTEE: Don, Nick, CAB

Brooke stated a new water meter will be installed at the library on December 16, 2020.

GRANT COMMITTEE: Golda, Sue, Don, Joan

Golda and Brooke met on November 20 to begin to write the grant for the Northern New York Youth Philanthropy grant. Carol provided a copy of the grant from a few years ago to use as a model. The library requested \$1000.00 to start a "Subscription Box" program for young adults. The goal of the program is to involve middle school/high school students in the library. Brooke will partner with the Thousand Islands school librarian to get students library cards. The boxes will contain books, craft projects, snacks, and rewards. The application was mailed November 30. The grants will be awarded in June of 2021.

Brooke said the Stewart grant is now open. She has begun the application process.

TECHNOLOGY COMMITTEE: Joan, Deb

Nothing to report.

PERSONNEL COMMITTEE: Don, Donna, Jane, Debbie

Nothing to report.

SAFETY COMMITTEE: Nick, Don, Joan

The committee did not meet. Due to the number of COVID cases being reported in the county the library will continue to operate under Phase 2. The library will be open to patrons by appointment and the Grab n Go program will continue.

AD HOC COMMITTEE:

CAB made a motion that all board member 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. Debbie will be reappointed as president and Carol be reappointed as financial officer for one year. The three trustees whose terms will expire on November 30, 2020-Carol Flannery, Deborah Hunter, and Joan Varsics, will be reappointed with their terms ending on December 31, 2025. Bev seconded the motion. All in favor, motion carried. Debbie, Carol, and Joan will need to be sworn in within 30 days.

DIRECTOR'S REPORT: Brooke reported the train fundraiser has reached \$2731.

This doesn't include the Brick donation of \$1000.00. She and Brett will begin working on creating a new website the first of the year. She will begin to work on the annual report after Christmas.

UNFINISHED BUSINESS: Carol would like the board to be thinking about the amount the library would like to ask for on the school ballot.

NEW BUSINESS:

Paulette Roes will be coming to the January meeting to talk about possible funding options for the library.

Golda made a motion to adjourn. CAB seconded. All in favor, motion carried. The meeting was adjourned at 4:45. The next regularly scheduled meeting will be on January 19, 2021. The policy committee will meet at 3:30 and the board will meet at 4:00.

Respectfully submitted by Golda Mellon, Secretary