

# Hawn Memorial Library Board of Trustees Meeting December 18, 2018 Minutes

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

**Present:** Debbie Allen, Charles (CAB) Burns, Beverly Company, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde, Jane Leahy, Golda Mellon, Donna Schneeberger, Joan Varsics

**Absent:** George Irvine, Nicholas Quarrier (excused)

**Minutes:** Donna made a motion to approve the meeting minutes for October 16, 2018. Don seconded; motion carried.

## **Correspondence and Announcements**

Cards from Kathy Jewsbury and Kali O'Day were circulated.

## **Presentation of Abstracts by the Treasurer**

Carol presented Abstract #7, Expense Voucher Numbers 00001314 through 00001325 in the amount of \$3,457.57 to the Board for acceptance. Carol presented Prepaid Abstract #7, Expense Voucher Number 00001264 in the amount of \$351.89 to the Board for acceptance. Abstract #7 and Prepaid Abstract #7 were accepted.

## **Standing Committee Reports**

- **Budget (CAROL, Deb H., Donna, Sue, Debbie A.)**  
--Budget committee is meeting to work on cutting expenses.
- **Building and Grounds (CAB, Don, George, Nick)**
  1. Debbie Allen is awaiting word from the Village on the installation of a light for the back door.
  2. Addition of work space at the front desk is in the planning stage.
  3. Nancy Hyde suggested a proposal be written for Village approval for the addition of a kitchen.
- **By-laws and Policies (DEB H., Bev, Donna, Jane, Debbie A.)**
  1. Building Use Agreement was reviewed. Joan made a motion to sign and return it to the Village. Don seconded; motion carried.
  2. Director/Sr. Library Clerk job description was tabled for next meeting.
  3. Short/long range goals were tabled for next meeting.

- **Personnel (Cab, Carol, DEB H., Debbie A., Don, Jane)**
  1. Carol made a motion to hire Kathy Jewsbury as Library Clerk Part-Time Substitute at \$11.10/hr. Joan seconded; motion carried.
  2. The search is in motion for a Sr. Library Clerk/Director.
  3. Carol made a motion to raise pay rates as of 12/27/18 as follows:
    - Full-time Library Clerk (Kali and Brett) will be \$11.50/hr.
    - Library Clerk Part-time (vacant as of 12/24/18) will be \$11.25/hr.
    - Library Clerk Part-time Substitute (Beth, Kathy) will be \$11.10/hr.
    - Library Part-time Clerk/Director Substitute (Debbie Allen) will remain \$12/hr.
    - Housekeeper (Tresa Forkey) will be \$11.30/hr.
 Don seconded; the motion carried.
  
- **Technology (JOAN, Carol, Deb)**
  - E Rate has been approved and is being applied.

### **Director's Report**

1. Library will be closed 12/24/18 and 12/25/18 and 1/1/19 for holidays.
2. Debbie attended the Town/Village Christmas party representing the library and reported it was a lovely event.
3. Library Christmas party was a success, thanks to the Board.
4. Kathy Jewsbury's farewell party was lovely, thanks to Jane.
5. Sarah Streets will be leaving as of 12/24/18.

### **Unfinished Business**

None to report

### **New Business**

1. C.I.P.A. policy for E Rate will be discussed at next meeting.
2. Golda collected donated books for children on behalf of the Friends of the Library.

**Adjournment** – Sue made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 5:23 pm.

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

Minutes recorded and typed by Debbie Allen.