

HAWN MEMORIAL LIBRARY
Board of Trustees ZOOM Meeting
February 16, 2021

Meeting called to Order: 4:00

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

MINUTES: Bev made a motion to approve the January 19, 2021 minutes. Nick seconded the motion. All in favor, motion carried.

BUDGET: Carol, Sue, Donna, Nick
Carol made a motion to pay the February abstract in the amount of \$12039.34. All in favor, motion carried.

BY-LAWS & POLICY: Jane, Donna, Bev, Debbie
Jane made a motion to accept the Freedom to Read policy. Donna seconded the motion. All in favor, motion carried.
Jane made a motion to accept the Freedom to View policy. Donna seconded the motion. All in favor, motion carried.
Jane made a motion to accept the Citizens Request for Reconsideration policy. Joan seconded the motion. All in favor, motion carried.
The Volunteer policy is on hold pending further research on Finger printing/Background check procedures.
March policies to be reviewed include: Anti-Discrimination, Anti-Harassment, and Incident Reports.
Jane requested board members bring their policy binders to the next meeting so they may be updated.

BUILDING & GROUNDS COMMITTEE: Don, Nick, CAB
Nothing to report

GRANT COMMITTEE: Golda, Sue, Don, Joan
Brooke and Golda met February 12 to begin work on the Libraries Transforming Communities: Focus on Small and Rural Libraries grant. The grant is \$3000.00
The application needs to be submitted by March 4.

TECHNOLOGY COMMITTEE: Joan, Deb

Joan and Brooke met February 9 to discuss the 2021-2023 Technology plan. The goals for the previous plan (2017-2020) were met. The new plan will begin with a list of goals and move toward developing a replacement of equipment plan.

PERSONNEL COMMITTEE: Don, Donna, Jane, Debbie

Nothing to report.

SAFETY COMMITTEE: Nick, Don, Joan

The library will move into Phase 3 with a soft opening on Monday, February 22.

DIRECTOR'S REPORT: Brooke reported that she will complete the Annual Report by the end of this week. Highlights of her report were:

The Summer Reading program is being planned. The Village of Clayton has given permission to use the park for outdoor programming.

The new website is a work in progress.

The library has begun a Grab N Go program at the senior center.

Miss Sue will be filming story times and crafts to go along with the Talking is Teaching initiative. The programs will air each week in March.

UNFINISHED BUSINESS: No report

NEW BUSINESS:

Carol presented a "strawman" budget for the next fiscal year, 2021-2022, with estimated numbers for payroll processing and insurance premiums. The budget committee will meet with Audie Cerow before the next board meeting to get more accurate details and a more accurate estimate for insurance costs. Carol will then send those numbers to all board members, along with the last year's and next year's charges from the Village of Clayton for payroll processing. A final decision about payroll processing and insurance will be made by the board at the March meeting.

Joan made a motion to adjourn. Don seconded. All in favor, motion carried. The meeting was adjourned at 5:00. The next regularly scheduled meeting will be on March 16, 2021. The policy committee will meet at 3:30 and the board will meet at 4:00. There will be a board meeting on Tuesday, March 9 at 4:00 to go over payroll processing and insurance information.

Respectfully submitted by Golda Mellon, Secretary