

Hawn Memorial Library Board of Trustees Meeting February 18, 2020

The February 18, 2020, meeting was called to order at 4:00 p.m. by President Deborah Hunter. Present were Beverly Campany, Don Dilworth, Sue Grant, Deborah Hunter, Jane Leahy, Nicholas Quarrier, Donna Schneeberger, Joan Varsics and Brooke Hartle, Excused were Debbie Allen, Charles Burns, Carol Flannery, Nancy Hyde (Village of Clayton) and Golda Mellon. There was no representative from the Town of Clayton.

The minutes of the January meeting were approved on a motion by Beverly Campany and seconded by Donna Schneeberger.

There were no announcements or correspondence.

Brooke gave her report (see attached) at this time so that she could be excused.

In the absence of the finance committee chair, Donna presented the vouchers--prepaid voucher 9 dated 02/03/2020 for \$896.15 and regular voucher 9 dated 02/14/2020 for \$5123.64 for approval. All in favor.

Donna also explained the new policy that the village has proposed for work done at the library by village employees. They would charge \$18 to \$20 (for a minimum 30 minute period each trip) for plowing snow, mowing lawn, trash, delivering books to the municipal building for the book sale, etc. Discussion followed and Donna was asked to continue a conversation with them to find an estimate of what this would be on an annual contract.

Grant committee suggested that we ask Carol, when she returns, to find out more about the grants that we might be eligible for and the amounts that we could expect they could provide.

Buildings and Grounds reported that the elevator has been repaired and the annual elevator safety check-up, due in May, was done at this time also.

Jane reported that the anti-discrimination and anti-disclosures policies have been rewritten with a few clarifications. and the final draft for all these will be voted on at the March meeting. Also at the March meeting the technology, education and mileage and personnel policies will be reviewed. Staff policies and dress code are part of the personnel policy. She asked that the members of these committees bring suggestions to her committee by March 1 for consideration.

Motion to adjourn by Donna at 5 pm, second by Don. Approved

Recorded and typed by Sue Grant 2/18/2020

Revised 2/21/2020 to reflect Jane Leahy's concerns

Revised 2/27/2020 to correct spelling errors noted by Brooke