

Hawn Memorial Library Board of Trustees Meeting February 19, 2019 Minutes

Call to Order - Meeting was called to order at 4:03 p.m.

Present: Debbie Allen, Beverly Company, Devin D., Don Dilworth, Sue Grant, Brooke Hartle, Deborah Hunter, Kenneth Knapp (Town of Clayton), Golda Mellon, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

Absent: Charles (CAB) Burns (excused), Carol Flannery (excused), Nancy Hyde (excused), George Irvine, Jane Leahy, (excused)

Minutes: Donna made a motion to approve the meeting minutes for January 15, 2018. Don seconded; motion carried.

Special Guest Devin D. presented a request from Victims Assistance Center of Jefferson County, Inc., for use of the library building as a safe place for victims of domestic violence to meet with a representative of their organization, should the need arise. Don made a motion to accept the Victim Assistance request, Donna seconded. Motion carried.

At 4:18 p.m., Debbie H. made a motion to go into Executive Session. Don seconded; motion carried.

At 4:27 p.m., Debbie H. made a motion to come out of Executive Session. Don seconded; motion carried.

Correspondence and Announcements

Nothing to report

Presentation of Abstracts by the Treasurer

Sue presented Abstract #9, Expense Voucher Numbers 00001487 through 00001493 in the amount of \$1,855.26 to the Board for acceptance. Sue presented Prepaid Abstract #9, Expense Voucher Number 00001454 in the amount of \$308.12 to the Board for acceptance. Abstract #9 and Prepaid Abstract #9 were accepted. Sue made a motion to accept Abstract #9 and Prepaid Abstract #9 as presented. Don seconded; motion carried.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)**

--Nothing to report

- **Building and Grounds (CAB, Don, George, Nick)**

--Debbie H. asked the committee to compose a written proposal to be given to the Village.

- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**

1. Sue made a motion to accept the Goals as revised. Joan seconded; motion carried.
2. Donna made a motion to accept the Director/Sr. Library Clerk Duties and Responsibilities as revised. Don seconded; motion carried.
3. Personnel Policy was reviewed and discussed.

- **Personnel**

--Joan made a motion to hire Brooke Hartle as Senior Library Clerk/Director as of 2/19/19 at the hourly rate of \$18/hour for 40 hours per week. Don seconded; motion carried.

- **Technology (JOAN, Carol, Deb)**

Nothing to report

Director's Report

1. Debbie is attending a Mental Health First Aid workshop.
2. Winter Break activities program is under way.
3. The new extension to the front desk has been completed and is beautiful.

Unfinished Business

Nothing to report

New Business

Nothing to report

Adjournment – Joan made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 5:12 pm.

Next meeting is scheduled for March 19, 2019, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.