

## HAWN MEMORIAL LIBRARY

Board of Trustees Meeting

March 16, 2021

**Meeting called to order:** 4:04

**Attendance:** Deborah Hunter, Don Dilworth, Golda Mellon, Sue Grant, Jane Leahy, Donna Schneeberger, Nicholas Quarrier, Joan Varasics, Brooke Hartle, and Nancy Hyde (Village of Clayton). Carol Flannery and Ken Knapp (Town of Clayton) participated via ZOOM. CAB Burns was excused.

**Minutes:** Donna made a motion to accept the February 16, 2021 minutes. Jane seconded. All in favor, motion carried. Joan made a motion to accept the minutes of the March 9, 2021 working meeting. Donna seconded. All in favor, motion carried.

**Budget:** (Carol, Sue, Donna, Nick)

Carol made a motion to accept the February abstract in the amount of \$8890.42. All in favor, motion carried.

**Bylaws & Policies:** (Jane, Donna, Deb)

The three policies under review were: the Anti-discrimination Policy, the Anti-Harassment Policy, and the Incident Report. Jane made a motion to accept the three policies as written with no changes. Joan seconded. All in favor, motion carried.

Jane reported changes to the Volunteer Policy will be to add references and require a background check when required.

As policies come up for review individual committees will be responsible for making any updates or changes.

Policies to be reviewed in April will be Personnel & Employee Handbook (Personnel Committee), Education & Mileage (Budget Committee), and Technology (Technology Committee).

**Building & Grounds:** (Don & Nick)

The construction grant is being looked into at this time.

**Grant Committee:** (Golda, Sue, Carol, Don, Joan)

The ALA Rural and Small library grant has been submitted. We requested \$3000.00 to purchase laptops, Ipads, and a microphone. We received an email from the NNY Youth Philanthropy grant committee asking for more information. We also received word that we will receive \$750.00 from the Stewart's Grant.

**Personnel Committee:** (Don, Jane, Donna, Deb)

No report

**Technology Committee:** (Joan, Deb)

Joan and Brooke developed the technology plan. We will discuss the plan at the April meeting.

**Safety Committee:** (Nick, Don, Joan)

Phase 3 is going well. The committee will write a Phase 4 plan.

**Director's Report:**

The virtual "Miss Sue Story Time" has been well received. Next week Brooke will be presenting virtually at the Youth Services Section conference. The new puzzle exchange (donate a puzzle take a puzzle) is going well. Grab N Go continues to do well. It will likely be an ongoing program. Fishing poles and tackle boxes are being added to the items available for check out. Brooke will set up a display behind the main desk so patrons can see what's available. There are currently 3 volunteers helping out on a regular basis.

**Unfinished Business:**

Debbie and Brooke received clarification from the NYS Retirement System regarding the village's role in paying Brooke and Brett's retirement. They are public employees employed by the Village of Clayton. A formal letter will be sent to the village from the NYS Retirement stating that their retirement will continue to be paid by the village. The village will also continue to handle any Civil Service matters.

Joan made a motion to accept the proposal for Cerow Insurance Agency to carry the library's insurance (Workers Comp, Disability Ins, Paid Family Leave Ins, Directors and Officers, Library Contents) in the amount of \$4810.00 and for Carrier Bay Business to perform Payroll Processing in the amount of \$3000.00. Don seconded the motion. All in favor, motion carried.

Carol spoke with Lucy. Lucy said, "I would like to extend my sincere appreciation to the board for their trust in the services my staff can offer. I feel the minutes should reflect that the board grants permission for me to contact Alicia regarding any and all payroll information and reports requested to make a smooth transition."

Carol made a motion to give Lucy permission to contact Alicia Dewey for information related to the library's payroll. Sue seconded the motion. All in favor, motion carried.

**New Business:**

The board accepts, with regret, the resignation of Bev Campany from the Board of Trustees effective February 28, 2021.

Policy binders have been updated.

Brooke reported that work is being done on the new website. She received notification of the new website process in the fall. After input from NCLS she began working on the site in January. The website has to be done using Word Press. Brooke and Brett are working on it with guidance from NCLS. The projected completion of the new website is June, barring any setbacks.

Debbie passed out copies of the new technology plan. We will discuss it at the April meeting.

The budget committee, headed by Carol, will continue to work on the 2021-2022 budget with the goal of accepting next year's budget at the April meeting.

Don made a motion to adjourn the meeting. Joan seconded. Meeting was adjourned at 5:00.

The next board meeting will be at 4:00 on April 20, 2021

Respectfully submitted by *Golda Mellon, Secretary*