

**Hawn Memorial Library  
Board of Trustees Meeting  
March 19, 2019 Minutes**

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

At 4:00 p.m., Debbie Hunter made a motion to go into executive session. Don seconded; motion carried.

At 4:27 p.m., Debbie Hunter made a motion to come out of executive session. Don seconded; motion carried.

**Present:** Debbie Allen (volunteer), Beverly Company, Don Dilworth, Sue Grant, Brooke Hartle, Deborah Hunter, Nancy Hyde (Village of Clayton), Kenneth Knapp (Town of Clayton), Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

**Absent:** Charles (CAB) Burns (excused), Carol Flannery (excused), George Irvine

**Minutes:** Sue made a motion to approve the meeting minutes for February 19, 2019. Joan seconded; motion carried.

**Correspondence and Announcements**

--We have been approved for a \$765 match grant from Stewarts Shoppes.

**Presentation of Abstracts by the Treasurer**

Sue presented Abstract #10, Expense Voucher Numbers 00001583 through 00001596 in the amount of \$3614.38 to the Board for acceptance. Sue presented Prepaid Abstract #10, Expense Voucher Numbers 00001533 and 00001534 in the amount of \$488.02 to the Board for acceptance. Abstract #10 and Prepaid Abstract #10 were accepted. Sue made a motion to accept Abstract #10 and Prepaid Abstract #10 as presented. Since Sue is not head of the committee, Don seconded; motion carried.

**Standing Committee Reports**

- **Budget (CAROL, Deb H., Donna, Sue)**
  1. We were being charged more for our copier payments than we owed, in the amount of \$687. This credit will be applied to future bills.

2. We will be changing our phone service to computer phone service and saving substantially. There will be a second phone line added, and used phones will be provided by NCLS.
3. Don made a motion to fund Brooke's attendance at a small and rural library conference in Burlington, VT, in September. Joan seconded; motion carried.
4. We are about \$5,000 short in the new budget, but that does not count the \$7,500 we are asking for in the school budget vote.
5. Joan made a motion to approve the 2019-2020 Budget as presented. Don seconded; motion carried.

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

--Break Room (rather than kitchen) construction was discussed. Don will put together a budget quote to write a proposal to present to the Village. Nancy Hyde will check with the Village about the existence of reserve funds for this project.

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

1. Technology policy was distributed for examination and discussion at next month's meeting.
2. Personnel Policy was distributed for examination and discussion at next month's meeting.

- **Personnel**

--Debbie Hunter made a motion to hire Jamie Lee as part-time seasonal clerk at the rate \$11.10/hr. as of April 1, 2019. Don seconded; motion carried.

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

--Estimated cost of second computer for front desk is \$1,173. Nancy Hyde will check with the Village about the existence of reserve funds for this project.

## **Director's Report**

1. Brooke has had a month of many training sessions and meetings with NCLS.
2. New items have been ordered.
3. A new part-time seasonal clerk will start April 1.
4. There will be a Spring Break program for children from April 15-April 18.
5. Amnesty Week will offer forgiveness of overdue fines the week of April 8-13, in return for canned goods for the food pantry.

6. Volunteer luncheon upcoming
7. There will be a yard book sale, complete with hot dogs, this summer.

### **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 5:26 pm.

**Next meeting is scheduled for April 16, 2019, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.