

HAWN MEMORIAL LIBRARY  
Board of Trustees Meeting  
April 21, 2020

**Meeting called to Order:** 4:05

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

**MINUTES:** Donna made a motion to approve the March 17, 2020 minutes. Don seconded the motion. All in favor, motion passed. Cab made a motion to accept the April 7 Emergency meeting minutes. Bev seconded the motion. All in favor, motion passed.

**BUDGET:** Carol presented two invoices for payment:

Suburban Propane \$306.35

Blue Mountain \$26.00.

Brooke presented the following invoices for payment (not included in the village email):

Visa (TEVA phone service, Sam's Club, and a DVD) in the amount of \$242.52

WD Mechanical (yearly contract to clean the furnace) \$550.00

Westlecom \$120.00

Bodart (3 books) \$56.76

Carol made a motion to pay the outstanding bills in the amount of \$1301.63. Sue seconded the motion. All in favor, the motion passed.

The March 31, 2020 Revenues & Expenditures report was discussed. At this time there is \$11,704.00 left in this year's budget. Brooke and Carol will set up a meeting to go over the current budget and clarify how much money Brooke has left to work with until May 31, 2020.

**BY-LAWS & POLICY:**

Technology Policy: Jane made a motion to approve the Technology Policy as written with the removal of the heading in the Addendum Section and the addition of the CIPA terms. All in favor, motion passed.

Personnel Policy: Jane made a motion to approve the revised Personnel Policy with corrections to the evaluation section and the emergency closing section. All in favor, motion passed. Carol made a motion to add two additional days (the day after Thanksgiving and Christmas Eve) as paid days off for full time personnel. Bev seconded the motion. Nine voted in favor and 2 voted against, the motion passed.

Education and Mileage Policy: Jane made a motion to approve the policy as written. All in favor, motion passed.

**BUILDING & GROUNDS COMMITTEE:** Nothing to report.

**GRANT COMMITTEE:** Nothing to report.

**TECHNOLOGY COMMITTEE:** Once the library opens, the computers in the library will need to be reconfigured as per NCLS guidelines. Brooke will look into the possibility of using a chip to make the computers wireless.

**DIRECTOR'S REPORT:** Brooke highlighted what she and Brett have been working on while working from home. She proposed a resolution stating an end date to stay closed rather than stating "until further notice".

Resolution:

Whereas on March 17, 2020, the Governor of the state of New York issued Executive Order 202 declaring a state disaster emergency; and Whereas, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and Whereas, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

1. Be it resolved that the Hawn Memorial Library continue to be closed to the Public due to the COVID-19 Virus until May 15, 2020 per the Governor's executive directive and subject to village approval.
2. Be it resolved that all overdue fines will not accrue during the period from March 9, 2020 until July 1, 2020. This will not apply to lost or damaged materials.
3. Be it resolved that the Hawn Memorial Library WI-FI remain open to anyone outside the building.

Bev made a motion to adopt the resolution. Joan seconded the motion. All in favor, motion passed.

**UNFINISHED BUSINESS:** The possibility of ordering reusable bags with a Hawn Memorial Library logo will be tabled at this time.

**NEW BUSINESS:** Nancy reported on the 2020-2021 Village of Clayton budget. There are cuts in the village staff that will impact services to the library. The money allocated for the library (\$34,000) is still in the budget.

Joan made a motion to adjourn. Carol seconded. The meeting was adjourned at 5:23. The next regularly scheduled meeting will be May 19, 2020. The policy committee will meet at 3:30 and the board will meet at 4:00.

Respectfully submitted by Golda Mellon, Secretary