

HAWN MEMORIAL LIBRARY
Board of Trustees Meeting
May 19, 2020

Virtual meeting called to Order: 4:00

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), Ken Knapp (Town of Clayton)

MINUTES: CAB made a motion to approve the April 21, 2020 minutes. Bev seconded the motion. All in favor, motion passed. Carol made a revision to the reported balance at the end of March. It should be recorded as a balance of \$27,744.00. All in favor, revision made.

BUDGET: Carol presented Abstract #24 in the amount of \$6874.94 for payment. Carol made a motion to pass the Abstract. All in favor, motion passed. She updated the current budget and reported that the balance for the end of April was \$20187.23. She made a request to transfer \$750.00 to reserve funds. This is the amount the library received from the Stewart's grant. Sue made a motion to transfer the \$750.00 to reserve. Don seconded. All in favor, motion passed. The 2020-2021 budget was updated. Carol proposed a quarterly spending plan. CAB made a motion that Brooke and Brett would be employed full time and would be paid at their current rate, not to exceed 80 hours per pay period, through August, 2020. Sue seconded. All in favor, motion passed.

BY-LAWS & POLICY: Jane, Donna, Bev, Deb

Clerk's Duties: Jane made a motion to approve the updated Clerk's Duties as written. Don seconded. All in favor, motion passed.

Conflict of Interest Policy: Jane made a motion to approve the updated Conflict of Interest policy. Donna seconded. All in favor, motion passed.

Mandatory Emergency Closure Policy: Will be discussed at the June meeting.

The Director Job Description: Will be discussed at the June meeting.

BUILDING & GROUNDS COMMITTEE: Don, Nick
Nothing to report.

GRANT COMMITTEE: Carol, Golda, Sue, Don

Carol reported there is a potential grant for June. She will meet with the grant committee before the June meeting.

PERSONNEL Committee: Donna, Joan, Sue, Deb
Nothing to report

TECHNOLOGY COMMITTEE: Joan, Deb
Nothing to report

SAFETY COMMITTEE: Nick, Joan, Don
Phase One was presented to the board. When the library is allowed to open only Brooke and Brett will be allowed in the library at their designated work spaces. The Book Return procedure was discussed. The books will need to be kept in the return for 72 hours before being brought into the library. Don and Nick will look into having a lock installed on the Book Return. Curb-side pick-up was also discussed. This committee will meet again to work on the opening process.

DIRECTOR'S REPORT: Brooke highlighted what she and Brett have been working on while working from home. She proposed a change of date and clarification of who was to be paid to the resolution approved at the April 21 meeting.

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 for the two full time employees 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 June 16, 2020 per the Governor's executive directive and the Village of Clayton NY.
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.

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

UNFINISHED BUSINESS: Carol will look at the 2020-2021 budget and the changes that have been made. She will report on this at the June meeting. After the April meeting, Jane and Donna sent an email expressing concern over possible loss of revenue and increased expenses in the 2020-2021 budget. They requested an Executive Session meeting. Deb responded to their email. Both emails will be attached to the May minutes.

NEW BUSINESS: The resolution from the April 21, 2020 meeting was updated as per Brooke's recommendations.

Nancy said the village would have someone come in to disinfect the library prior to opening.

The library is on the school budget vote to be held on June 7. All voting will be done by absentee ballot only.

Bev made a motion to adjourn. Don seconded. The meeting was adjourned at 5:10.

The next regularly scheduled meeting will be June 16, 2020 . The policy committee will meet at 3:30 and the board will meet at 4:00.

Respectfully submitted by Golda Mellon, Secretary

April 22, 2020

Hawn Memorial Library Board of Trustees.

Covid 19 has affected local, state and federal businesses. Many non-profits in our community have laid off staff. Covid 19 will likely affect us throughout the summer and fall. We anticipate cancelation of the book sale and loss of expected funding from the Friends of the Library. These two incomes are budgeted at \$5000. In addition, we will have increased expenses from the village. Per our village representative, the DPW provided these estimated expenses:

- 40 Hrs. yardwork
- 40 Hrs. snow removal
- 20 Hrs. Book sale
- 20 Hrs. miscellaneous interior maintenance
- 52 Hrs. trash removal
- 40 Hrs. painting handicap ramp

At \$20 / hour resulting in a total of \$4240.

At the April board meeting, the director asked the budget chair how much money was left in the budget to spend. We feel that no additional spending should occur. Based on anticipated shortage of income, increase in expenses and the uncertainty of the virus's effect, we suggest conservative spending and following the village's lead relative to lay off / furlough of staff. For example, a 5 week lay off would result in a savings of \$4674.00.

We would like to discuss the above in an emergency executive meeting next week.

Respectfully submitted,
Donna Schneeberger, Trustee
Jane H. Leahy, Trustee