

HAWN MEMORIAL LIBRARY  
Board of Trustees Meeting  
June 16, 2020

**Virtual meeting called to Order:** 4:06

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

**MINUTES:** Donna made a motion to approve the corrected minutes of the May 19, 2020 meeting. The Personnel Committee members were corrected and the date of the TI school budget vote was corrected in the May minutes. Sue seconded the motion. All in favor, motion passed.

**COMMITTEE REPORTS:**

**BUDGET:** Carol, Don, Sue, Donna

Carol stated there were no abstracts available for the June meeting. The invoices for the month were: Scholastic \$241.19; Nextiva \$49.60; TI Sun \$40.00; ABS (Advanced Business System \$245.70; Westlecom \$120.00; and Suburban \$435.24. The total was \$1131.73. As per the Village of Clayton, the bills will not be paid this month. Once their new accounting system is up and running the bills will be paid. Carol made a motion to accept the bills.

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

Director's Job Description: Jane made a motion to accept the updated Director's duties. Joan seconded the motion. All in favor, motion passed. Sue abstained.

COVID Addendum: Jane made a motion to accept the addendum. Sue seconded. All in favor, motion passed.

Mandatory Emergency Closure Policy: This policy is on hold.

July policies to be reviewed are: Director & Clerk Evaluation and Meeting Room.

**BUILDING & GROUNDS COMMITTEE:** Don, Nick

Nothing to report Debbie looked at the current policy on meeting rooms to determine the number of people allowed in each room at one time. Don will measure the room sizes and get back to Debbie so the numbers can be determined.

**GRANT COMMITTEE:** Carol, Golda, Sue, Don

Nothing to report

**PERSONNEL COMMITTEE:** Don, Donna, Jane, Deb  
Nothing to report

**TECHNOLOGY COMMITTEE:** Joan, Deb  
Nothing to report When the Safety Committee moves to Phase 2 the placement of the computers will need to be discussed.

**SAFETY COMMITTEE:** Nick, Joan, Don  
Nick reported the Cleaning Checklist and logs are ready for use. Brooke and Brett are currently in the library at separate times. The lock on the Book Return is functional.

**DIRECTOR'S REPORT:** Brooke and Brett will both be in the library starting June 22. The Book Return has been emptied. It will be locked on Thursdays for 72 hours. It will be unlocked on Mondays. Curbside Service/Grab and Go will begin on June 22. Interlibrary loan will start on June 22.

**UNFINISHED BUSINESS:** Debbie made a motion that the library hours during Curbside Pickup/Grab and Go will be Monday, Wednesday, Thursday and Friday 9:00-5:00 and Tuesday 9:00-6:00. Donna seconded the motion. All in favor, motion passed.

**NEW BUSINESS:** As per Tina, Hawn Memorial Library will receive \$35,360.02 from the Village of Clayton for the 2020-2021 year. \$11,432.27 will be in a reserve account and \$23,927.75 will be in a savings account. There is \$5700.00 as a remaining balance. The Budget Committee met to discuss the letter from the Village of Clayton regarding the change in services. Beginning July 1, 2020 the village will be responsible for payroll and related items. The library will need to hire someone to be in charge of paying the monthly bills. Sue made a motion to open a checking account at Watertown Savings Bank with three names on the account: Carol Flannery, Finance Officer, Brooke Hartle, Director, and the new hire. Joan seconded the motion. All in favor, motion passed.

Carol made a motion to adjourn. Don seconded. All in favor, the motion passed. The meeting was adjourned at 5:00. The next regularly scheduled meeting will be July 21, 2020 at the library. The policy committee will meet at 3:30 and the board will meet at 4:00.

Respectfully submitted by Golda Mellon, Secretary