

HAWN MEMORIAL LIBRARY
Board of Trustees Meeting
August 18, 2020

Meeting called to Order: 4:04

ATTENDANCE: Deborah Hunter, Don Dilworth, Golda Mellon, Sue Grant, Carol Flannery, Jane Leahy, Cab Burns, Bev Company, Donna Schneeberger, and Nancy Hyde (Village of Clayton rep). Nicholas Quarrier, Joan Varsics, and Brooke Hartle (Director) were excused. Ken Knapp (Town of Clayton rep) attended on Zoom.

MINUTES: Donna made a motion to approve the minutes of the July 21, 2020 meeting. Jane seconded. All in favor, motion passed.

COMMITTEE REPORTS:

BUDGET: Carol, Sue, Donna

Carol presented an update on the financial status. Terry Varno requested her name be removed from accepting the position of library treasurer. Carol made a motion to withdraw last month's motion to hire Terry Varno as the library treasurer. Sue seconded. All in favor, motion passed. Carol said she had spoken with Lucianne (Luci) Lanzione Lapierre about the library treasurer position. Carol made a motion to hire Lucianne Lapierre, DBA Carrier Bay Business Services, as the Hawn Memorial Library treasurer at \$34.00 per hour with a trial period to begin on September 1, 2020 and end on December 31, 2020. A service agreement between the library and the treasurer will go into effect on January 1, 2021. Don seconded the motion. All in favor, motion passed. Luci will need to be sworn in within 30 days from September 1, 2020. Sue made a motion to have the board finance officer sign checks until the library treasurer begins the trial period. The board finance officer and the library treasurer will both sign checks written during the trial period. Don seconded the motion. All in favor, motion passed.

Carol reported the following expenses for August, 2020:

Michael Frederick (author) \$24.00; Blue Mountain (filtered water) \$39.00; Staples (office supplies) \$22.99; Reinman's (faucet tool) \$8.09; Reinman's (sump pump) \$149.91; White's (sump pump part) \$12.35; Village of Clayton water bill \$220.56; Nextiva (phone) \$50.84; Westelcom \$260.0. The total for the month was \$787.74. Sue made a motion to pay the August bills. Don seconded. All in favor, motion passed.

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

Jane made a motion to accept the revised Bylaws Policy. Donna seconded. All in favor, motion passed. Jane made a motion to accept the revised Disaster Policy. Bev seconded. All in favor, motion passed. The policies to be revised for

September are Private Sale and Whistleblower & Ethical Behavior Policy. Email Jane with changes before the September meeting.

BUILDING & GROUNDS COMMITTEE: Don, Nick, CAB

A new sump pump was purchased. A new faucet was donated by Don. Brooke's father will install it.

GRANT COMMITTEE: Carol, Golda, Sue, Don

Nothing to report

PERSONNEL COMMITTEE: Don, Donna, Jane, Deb

Debbie made a motion, as per Civil Service guidelines, to adjust Brooke's status to permanent as of August 8, 2020. Don seconded the motion. All in favor, motion passed.

TECHNOLOGY COMMITTEE: Joan, Deb

Nothing to report

SAFETY COMMITTEE: Nick, Joan, Don

Don made a motion to accept Phase 2 of the Safety Policy, as written. Golda seconded. All in favor, motion passed. Debbie received a request from Civil Service to use the library as a testing site for small groups. This will be addressed by the Safety committee in Phase 3.

DIRECTOR'S REPORT: The Summer Reading Program has ended. The library hopes to open on an "appointment only" basis on August 31. Brooke requested unpaid time off from September 28, 2020 to October 2, 2020. Carol made a motion to approve Brooke's unpaid time off. Don seconded. All in favor, motion passed.

UNFINISHED BUSINESS: Nothing to Report

NEW BUSINESS: Debbie passed out a Board Evaluation handout for the trustees to complete. After completing the evaluation the board will choose 4 objectives to focus on this year. There was discussion of recalling the housekeeper once the library reopens. This will be discussed at the next meeting.

Motion to adjourn the meeting was made by Carol. Don seconded. All in favor, motion passed. The meeting was adjourned at 5:00. The next meeting will be September 15, 2020.

Respectfully submitted by Golda Mellon, Secretary