

**Hawn Memorial Library
Board of Trustees Meeting
August 21, 2018 Minutes**

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

Present: Debbie Allen, Charles (CAB) Burns, Beverly Company, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde, George Irvine, Kathy Jewsbury (Director), Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

Absent: Nolan Knapp (Town of Clayton)

Minutes – Don made a motion to approve the meeting minutes for July 17, 2018. Joan seconded; motion carried.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #3, Expense Voucher Numbers 00000206 through 00000218 in the amount of \$2,420.29 to the Board for acceptance. Carol presented Prepaid Abstract #3, Expense Voucher Number 00000146 in the amount of \$631.10 and Number 00000147 in the amount of \$169.95 to the Board for acceptance. Abstract #3 and Prepaid Abstract #3 were accepted.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)**
Carol announced that Donna Schneeberger will serve on the Budget Committee.
- **Building and Grounds (CAB, Don, George, Nick)** Cab reported that there will be a locked box installed for a key to give emergency access to the building.
- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)**
 1. Joan made a motion to accept the Disaster Policy as Approved and Dated. Don seconded; motion carried.
 2. George made a motion to approve the By Laws as revised. Don

seconded; motion carried.

- **Technology (JOAN, Carol, Deb)** E-Rate has been reduced by 10% due to a discrepancy with the school district numbers.
- **Public Relations (GOLDA)**
Nothing to report

Director's Report

1. Training, workshops, and webinars are ongoing.
2. 2017 NCLS Outreach mini-grant has been completed. With the \$1000, 63 LP books were purchased ,in addition to Audio CDs, a CD player, and a pushcart.
3. We have been awarded the 2018 NCLS \$500 Incentive Grant for weeding the collection. This will begin in September.
4. Summer reading program was a success, with number of readers up from 31 last year to 55 this year and total books 536 last year and 734 this year.
5. The Skiff Program had two sessions, the first one with 7 children and the second with 13 children. Special thanks to Debbie H. and Golda.
6. The in house book sale has begun again in the front of the library.
7. Brett Johnson has begun a daily Facebook weather forecast with a library twist.

Unfinished Business

1. Debbie H. made a motion for Brett Johnson to begin his probation period as of June 19, 2018. George seconded; motion carried.
2. Carol made a motion to make Kathy permanent director. Don seconded; motion carried.
3. Donna offered to donate kitchen appliances for a possible kitchen in the basement. Kathy will investigate a construction grant to aid with the installation.
4. Carol made a motion for the Budget Committee to meet with Paulette from NCLS regarding our budget and county funding, to report back to the board at the September meeting. George seconded; motion carried.

New Business

The Easter Egg Hunt was discussed in light of the amount of work and money spent by the library, yet it does not fit within our mission. Debbie H. will speak with Melissa Storandt about the possibility of the Clayton Youth Commission taking it over.

Adjournment – Don made a motion to adjourn, which was seconded by Joan and approved unanimously. Meeting adjourned at 5:20 pm.

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Next meeting is scheduled for September 18, 2018, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.