

HAWN MEMORIAL LIBRARY

Board of Trustees Meeting

September 15, 2020

On September 15, 2020, a Zoom meeting of the Board of Trustees of Hawn Memorial Library was called to order by President Debbie Hunter at 4PM with Debbie Hunter, Don Dilworth, Carol Flannery, Jane Leahy, Cab Burns, Nick Quarrier, Sue Grant, Director Brooke Hartle, Town of Clayton Representative Ken Knapp, Village Representative Nancy Hyde present. Excused were Golda Mellon, Bev Company, Donna Schneeberger and Joan Varsics. Visitors during the meeting were Mayor Norma Zimmer and two representatives, Tresa and Kate, from Depauville Library.

After changing the wording of a motion from “hire” to “contract with” Carrier Bay Business Service, the minutes of the August meeting were approved on a motion by Debbie, seconded by Carol. Motion passed.

At this time Mayor Norma Zimmer joined us to present the corrected information regarding the library payroll, which the village is preparing for us as a part of the bookkeeping procedures. She explained how the village workers comp premiums are determined and that the Village Trustees have agreed to reduce the libraries’ share of the Workers Comp premium for the 2020-2021 budget to \$1500. And making our monthly payment for the same period \$6805. She answered several questions and agreed to send us a reconciliation of our payroll expenses every six months for information only, and any adjustments would be made at the end of the fiscal year, May 2021, and succeeding years. Brooke will ask NCLS if there is way that we can buy our Workers Comp independent of the village by using our own FIN (Federal Identification Number) and Norma has agreed to investigate the legalities of using the village FIN on our independent workers comp ins. She also assured us that the village had filed our AUD due for 2020. The village is working on the process to send us the \$3308.00 from NCLS and the balance of our year end funds of about \$9184.00. Norma excused herself with our thanks.

Finance Committee—Carol discussed the year-to-date report from Carrier Bay and the abstract for September bills totaling \$1266.60, which was approved by the Board. In reviewing the final village report for 2019-2020 she reiterated the fact that we have not yet received the funds that are due from the village. She thanked Brooke for her careful attention to the budget during the pandemic.

Buildings and Grounds Committee—Carpet cleaning has been delayed until late winter.

Bylaws and Policies Committee—Jane moved that the “Private Sale” policy be approved as presented. Second by Don. Motion Carried. Jane moved that the “Whistle Blower and Ethical Behavior” policy be approved as presented. Second by Don. Motion Carried. The policies for

Petty Cash, Public Relations and Open Meetings will be updated for approval at the October meeting.

We welcomed the Librarian Director and President of the Depauville Library, Kate and Tresa, to discuss their wish for a more even split of the Jefferson County funding for Clayton's libraries. They explained how they have increased programming, especially for children this summer and would like to continue and maybe increase participation in that program, but do not have the finances to do it. They are working on a grant application. Discussion followed and our questions were answered. During the past summer they were able to provide 26 children with 229 individual sessions taught by three paid and one volunteer certified teachers. They excused themselves with our thanks.

Our board then continued to discuss what action we could take. A motion was made by Carol that once the budget committee begins developing the 2021-2022 budget in January, we will review what action can be taken and present ideas at our regular January 2021 meeting for a decision. Second by Don. Motion Approved

Grant Committee—nothing to report

Personnel Committee—nothing to report

Safety Committee –Nick reported that they are ready to go to Phase III which will allow more patrons to visit the library. Discussion. Brooke would like to have some type of tutoring program for school kids and allow use of computers by kids who don't have access at home. Safety and liability issues need to be addressed and an assurance that this is not a baby sitter service. Cleaning needs and responsibility for Phase III need to be included. The committee will continue working out the details.

Donations in memory of past board member and past president Bob Marr totaled \$1490. Brooke bought 35 art kits to be distributed to kids using \$759 of that money. She plans to show their work at an art show later. She would like to use part of the money to buy grab and go craft kits for all ages, some art books and bedtime story books for weekly reading on Facebook. The Friends have donated \$2400., part of it from their reserve fund, for library projects.

No old business.

New business—Brett has developed a fund-raising project for the entire community to participate. It is a "\$1 a mile" train travel from Hawn Library to Ocean Pier, California, a total of 3126 miles with 56 stops along the route. The miles will be kept track of on a large display on the wall behind the check-out desk. More information will follow soon.

Brooke also reported that Patti Ritchie stopped at the library today while she was in Clayton.

Meeting adjourned at 5:22 on motion by Don, second by Carol. Motion carried.

Prepared by Sue Grant

