

**Hawn Memorial Library
Board of Trustees Meeting
September 18, 2018 Minutes**

Call to Order - Meeting was called to order at 3:59 p.m.

Present: Debbie Allen, Charles (CAB) Burns, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde, George Irvine, Nicholas Quarrier, Paulette Roes (NCLS)

Absent: Beverly Company, Kathy Jewsbury (Director), Jane Leahy, Golda Mellon, Donna Schneeberger, Joan Varsics (All excused)

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

Cab made a motion to go into Executive Session to discuss the financial/funding history of the library. Don seconded; motion carried. Sue made a motion to come out of Executive Session. Don seconded; motion carried.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #4, Expense Voucher Numbers 00000993 through 00001003 in the amount of \$1,652.26 to the Board for acceptance. Carol presented Prepaid Abstract #4, Expense Voucher Number 00000255 in the amount of \$664.23 to the Board for acceptance. Abstract #4 and Prepaid Abstract #4 were accepted.

Standing Committee Reports

- **Budget (CAROL, Deb H., Donna, Sue)** Carol gave an update on the budget and explained that the library is not operating “in the red” but has a reserve fund to cover expenses.
- **Building and Grounds (CAB, Don, George, Nick)** Cab made a motion to create an ad hoc committee for new construction. George seconded; motion carried. The committee is beginning with Cab, Debbie Hunter, Don, and Debbie Allen.

- **By-laws and Policies (DEB, Bev, Donna, Jane, Kathy)** Nothing to report
- **Technology (JOAN, Carol, Deb)** Nothing to report
- **Public Relations (GOLDA)** Nothing to report

Director's Report

1. Training, workshops, and webinars are ongoing.
2. Debbie Attended the NCLS Annual Meeting and encourages all trustees to endeavor to attend next year.
3. We have been awarded the 2018 NCLS \$500 Incentive Grant for weeding the collection. This will begin September 19.
4. Reinmans donated \$100 to the library for the Jazz Story Time and Crafts. The event was incorrectly advertised as a craft fair in the newspapers, etc., and has not been corrected since we notified the Jazz Festival committee.
5. Registration for pumpkin decorating contest starts 9/24/18.
6. Johnny Appleseed Day will feature apple pressing on the library front lawn, with samples and donuts.
7. Debbie Allen is filling in for Kathy during her sick leave.
8. A summer resident donated \$150 before leaving for the south. A thank you note was sent.

Unfinished Business

1. We are still waiting for a locked box with a key to be installed on the building.
2. Cab made a motion that the current officers continue in their positions. Don seconded; motion carried.

New Business

-- Cab made a motion to make Bev Campany, Donna Schneeberger, and Nick Quarrier full board trustees. George seconded; motion carried.

Adjournment – Cab made a motion to adjourn, which was seconded by Debbie H. and approved unanimously. Meeting adjourned at 5:10 pm.

Next meeting is scheduled for October 16, 2018, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.