

**HAWN MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
MAY 21, 2019**

- Meeting began at 4:00 pm
- Present: Brooke Hartle, Jamie Lee, Charles Burns, Don Dilworth, Sue Grant, Nicholas Quarrier, Donna Schneeberger, Jane Leahy, Joan Varsics, Beverly Company, Carol Flannery, Deborah Hunter, Golda Mellon, Ken Knapp, Nancy Hyde
- Approval of previous minutes was made by Joan and 2nd by Don - Carried
- Budget
 - Brooke and Carol attended a Grant writing workshop at NCLS. It was confirmed it is the board's legal responsibility to ensure there is a working budget; fundraise, get grants, and ask for a line on the school budget.
 - Clarification of Friends donations
 - The Friends are helpers of the library and can choose to donate as much or as little as they see fit. The library thanks them for any gift they give during the fiscal year.
 - Discussion of the Abstracts
 - Carol presented Abstract #12, Expense Voucher Numbers 00001757 through 00001770 in the amount of \$5,489.10 to the Board for acceptance. Abstract #12 was accepted.
 - New ideas or avenues – for grants
 - NCLS Construction grants
 - Less to give out this year – about \$400,000 to distribute down from a million
 - Look for grants to sustain or bring in new funding
 - Construction grant – requires a multitude of information. It was decided that Don Dilworth, Carol Flannery, and Brooke Hartle would meet to discuss further.
 - Sue – Didn't agree with some of the numbers on the financial documents
 - Reviewed discrepancies with the board
 - Budget Committee will meet to review
 - Budget Committee met with the Village recently to discuss responsibilities and other financial concerns
 - Both Village and Library are working together to iron out any issues
- Building and Grounds
 - Approval was granted by the Village to go ahead with break room
 - Don Dilworth is working on getting a quote from a licensed contractor
 - All mechanical work will be done in the suspended ceiling or boxed out in the children's area
- By Laws and Policies
 - Revisions of By-Laws
 - Everything coincides with the current charter
 - Debbie Hunter made a motion to accept the May 16, 2019 draft revisions of the by-laws, 2nd by Don – Carried
- Personnel

- Hired a part-time – Tiffany to work mainly Tuesday, Thursday nights and two Saturdays
 - Motion was made by Joan to hire a part-time year-round clerk, up to 19 hours a week at 11.10 an hour, effective May 23, 2019; 2nd by Jane – Carried
- Technology
 - New Desk Computer
 - Bill Kinne had provided a quote, but was unable to complete in the time frame needed
 - John Baker of Vapco was contacted to provide a quote
 - The new quote was \$200.00 less than the original, total of \$275.00
 - The computer was ordered and will be installed, once installation is completed by John Baker, Saturday, May 25, 2019.
 - Total cost – \$1409.51
 - Updating Windows 10
 - Jerry from NCLS sent an email regarding – Windows 10 issues with updates on the public computers
 - Recommendation from NCLS is to update to a different version of Windows 10
 - Total cost for this \$45.00 per public computer and \$29.00 per staff computer
 - Approximate cost - \$500.00
 - Motion made by Joan to approve prices quoted by NCLS with updates occurring after June 1, 2nd by Carol – Carried
- Director's Report
 - Brooke provided the Director's report
- Other Business
 - Golda and Debbie doing the skiff program at the Antique Boat Museum – 2 different times this summer
 - Fundraiser
 - Look at local business to discover new ways to collaborate
 - Motion was made by Sue for Brooke to look at collaborating further to determine if it is a feasible venture. Approved
- Meeting ended at 5:10