

**Hawn Memorial Library
Board of Trustees Meeting
June 25, 2019 Minutes**

Call to Order-Meeting was called to order at 3:57 p.m.

Present: Charles (CAB) Burns, Deborah Hunter, Brooke Hartle, Beverly Company, Don Dilworth, Carol Flannery, Sue Grant, Jane Leahy, Nicholas Quarrier, Golda Mellon, Nancy Hyde (Village of Clayton), Ken Knapp (Town of Clayton). Joan Varsics-excused, Donna Schneeberger-absent

Executive Session: CAB made a motion to go into executive session at 3:58. Sue seconded. Meeting was back in session at 4:05

Minutes: Bev made a motion to accept the meeting minutes for the May 21, 2019 meeting. Nick seconded. Motion carried.

Correspondence and Announcements: George Irvine submitted a letter of resignation from the Board of Trustees on June 5, 2019.

Presentation of Abstracts by the Treasurer:

Carol presented Abstract 12-1 (May 31, 2019) pre-paid Voucher Numbers 00001822- 00001823 in the amount of \$1029.91; Abstract 12-3 pre-paid Voucher Number 00001860 in the amount of \$272.45; Abstract 12-2 Voucher Numbers 00001861-001867 in the amount of \$1700.96; and Abstract 1 Voucher Numbers 00001868-00001869 (June, 2019) in the amount of \$360.00 for approval. All Abstracts were approved.

Standing Committee Reports

- **Budget (Carol, Deb H., Donna, Sue)**
 1. There was discussion of an Abstract from May for heating. For clarification purposes North Shore has been bought out by Mirabito.
 2. The Reptile program from Mrs. Benvenuto has been paid (\$300.00). Friends of the library gave a check to cover the amount.
 3. The issue regarding the lag in Grant money has been rectified. This is shown in the financial report.
 4. A discussion of salaries was held. There will be a progressive plan that will allow for periodic increases when deemed appropriate.
 5. Brett has reached his one year anniversary and is now a permanent full time employee. Carol made a motion to increase his salary from \$11.50 per hour to \$12.00 per hour. CAB seconded. Motion carried
 6. Carol made a motion to approve the hiring of Janine LaClair as a part time employee (15 hours per week, \$11.10 per hou). Don seconded. Motion passed.

Building and grounds (CAB, Don, Nick)

- Don reported he has not received a price yet on the kitchen project. Brooke, Don and Carol met with Dawn Vincent regarding the Construction Grant. There are a few additions to the original plan. The rough estimate is \$16,500.00.

By-Laws and Policies (Deb H., Bev, Debbie A., Donna, Jane)

- The By-Laws are updated. There are policies being looked at by the committee.

Director's Report:

- The annual book sale will be held June 26-29.
- There is no plan in place at this time to dispose of books not sold at the sale. Brooke will contact DANC to see about the disposal of unsold books.
- Brooke reported that C-Clear did a good job cleaning the windows at the library. They did not charge for their services. She asked for \$20.00 to put a "Thank You" in the TI Sun. Deb H. made a motion to approve the "Thank You". CAB seconded it. Motioned passed.
- The Face Painting and Balloons for the Summer Reading kick-off were a hit. Brooke asked for approval to pay the provider \$135.00. Sue made a motion to pay and Deb H. seconded it. Motion passed.

Unfinished Business:

- Golda reported that numbers for the Skiff program are up over the first two years. The original Community Foundation Grant received in 2017 is still being used to fund the program. A thank you will be sent to the foundation at the completion of this year's program to let them now we were able to fund the skiff program multiple years.

New Business:

- Brooke shared the Rose Villa Library in Ghana. There was discussion of Hawn Library becoming a sponsor library. This will be looked into.

Adjournment: CAB made a motion to adjourn. Don seconded. All approved. Meeting adjourned at 4:46

Next meeting is scheduled for July 16 at 4:00.

Minutes recorded and typed by Golda Mellon