

**Hawn Memorial Library**  
**Board of Trustees Meeting**  
**January 17, 2017 Minutes**

**Call to Order** – Meeting was called to order at 3:30 p.m. Jerry Schell, IT Manager at NCLS came in at 3:00 and gave a presentation.

**Present:** Ann Aubertine, Don Dilworth, Carol Flannery, Charles Burns, Joan Varsics, George Irvine, Nancy Hyde (Village of Clayton), and Deborah Hunter

**Absent:** Janet Brick, Golda Mellon and Mary Zovistoski (Town of Clayton)

**Minutes** – Ann moved to approve the meeting minutes of December 20, 2016. The motion was seconded by George Irvine and approved unanimously.

**Correspondence and Announcements** – Nothing to report

**Presentation of Abstracts by the Treasurer** – Carol presented Prepaid Abstract 7A for \$349.22, Abstract 8 for \$1675.30. Both were accepted. Carol also presented a new format for informing us of the budget. The board was very happy with the new format.

**Building and Grounds** – Terry Jones has put in insulation in the eaves area that was leaking. He will be back in the spring to make sure it has resolved the problem. He has set aside money to repair if necessary.

**By-laws and Policies** – Joan made the motion that the Mission Statement be accepted as reviewed today's date. George seconded, the motion carried. Debbie, Ann and Kathy are meeting to review and update all the policies and by-laws. They will keep the board informed each month on where they are with this task.

**Personnel** – Kathy discussed an issue with an employee.

**Technology** – Carol has been pursuing a grant from the Northern New York Foundation. She has been working with the Antique Boat Museum for building skiff models. We may have to fund it ourselves and/or scale it back. Possibly Friends may donate to this. Carol made the motion to submit to the Foundation for a smaller amount by February 2<sup>nd</sup>, George seconded, motion carried. Carol will let Debbie at the Anitque Boat Museum know about our decision.

Joan discussed the fiber optic options. Westelcom would charge \$63.00 per month and would waive the installation fee. The other choice was for NCLS to handle this issue. Jerry Schell from

NCLS had already discussed this with us prior to this meeting. Motion by George to go with NCLS for fiber optics, Carol seconded. Motion was carried. Kathy will contact Jerry with our decision.

Kathy had distributed an e-mail from Jerry Schell regarding Windows 7 operating system and how it related to our computers. Carol discussed possibly purchasing a few computers on an installment plan of 5 payments and balance in the next budget year for balance. The Board decided to keep discussing this with a final decision by April. During this time, there is a workshop called "Linux in Libraries" that some of us should attend. Ann, Debbie and Joan expressed an interest to go to this workshop.

**Publicity and Public Relations** – Nothing to report.

**Director's Report** –

1. Met with Molly from Minna Anthony about collaborating with a Little Hawn Library and providing books for her Trail Tales Program. Debbie Allen would like to be a rep for Trail Tales and additional hours for summer time may be needed.
2. Life Jacket Loaner Program - Kathy has ordered a few life jackets.
3. Kathy will be attending the Rotary meeting on the 24<sup>th</sup>.
4. Kathy will be sending an e-mail to the Board on each week's events in hope that we will be able to participate.

**Old Business** – None To Report

**New Business** – Ann will fill in for Cab while he is out of town.

**Adjournment** – Don made a motion to adjourn, which was seconded by Ann and approved unanimously. Meeting adjourned at 4:35 pm.

**Next meeting is scheduled for February 14<sup>th</sup>, 2016 at 3:00.**

Respectfully submitted,

Deborah J. Hunter