

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

**Call to Order** - Meeting was called to order at 4:05 p.m.

**Present:** Debbie Allen (recording minutes), Charles (CAB) Burns, Beverly Company, John Davis, Don Dilworth, Carol Flannery, Sue Grant, Nancy Hyde (Village of Clayton), Kathy Jewsbury (Library Director), Jane Leahy, Bob Marr, Golda Mellon, Mary Zovistoski (Town of Clayton)

**Absent:** Deborah Hunter, George Irvine, Joan Varsics

**Minutes** – Golda moved to approve the meeting minutes for Sept. 19, 2017. The motion was seconded by Sue and approved unanimously.

**Correspondence and Announcements**

1. Bob Marr gave a report regarding funding differences between Depauville Free Library and Hawn Memorial Library. John Davis gave the following report on usage in 2016 for each library:
  - a. Depauville has 114 resident patrons and 6 nonresident patrons. Hawn has 1,367 resident patrons and 2,696 nonresident patrons.
  - b. Yearly library visits: Depauville reported 11,689, and Clayton reported 17,719.
  - c. Circulation: Depauville reported 10,853, and Clayton reported 19,432.
  - d. Facebook “Likes”: Depauville 376, Clayton 541
  - e. Amount of county funding currently receiving: Depauville \$1000, Clayton \$6,000.
2. We have received \$2000 bullet aid from Senator Patty Ritchie.

**Presentation of Abstracts by the Treasurer –**

Carol presented Prepaid Abstract #4, Expense Voucher Number L18-051, in the amount of \$200 to the Board for acceptance. Prepaid Abstract #4 was accepted. Carol presented Abstract #5, Expense Voucher Numbers L18-068 through L18-078 in the total amount of \$3,075.79 to the Board for acceptance. Abstract #5 was accepted. Carol also presented Prepaid Abstract #5, Expense Voucher Numbers L18-066, in the amount of \$483.35, and L18-067, in the amount of \$122.08. Both vouchers were approved. Carol gave an explanation of how the finances are handled to the board for the benefit of the two new board alternates. Kathy will email financial reports to the board members when she receives them.

**Standing Committee Reports**

- **Budget (Carol, Deb H., Sue)** Budget committee has been reconfigured to include Sue. George will no longer serve on this committee.
- **Building and Grounds (CAB, John) –**
  1. Insulation in the roof will begin soon.
  2. Painting the vestibule was discussed.

- **By-laws and Policies** -- Work is ongoing.
- **Personnel (Carol, Deb)**
  1. Jeri Winkler has submitted a leave of absence from 11/2/17 – 4/2/17. Carol made a motion to accept Jeri's letter for a leave of absence. Don seconded; motion carried.
  2. Carol made a motion to raise Debbie Allen's rate of pay from \$9.70/hr. to \$10.00/hr. as of 10/17/17. Don seconded; motion carried.
- **Publicity and Public Relations (Golda)** - Nothing to report.
- **Technology (Joan, Janet, Carol)** – Nothing to report.

### **Director's Report**

1. Debbie Allen wrote for a grant from NCLS to buy large print books for the Outreach Program to Riverview Apartments Senior Housing, and we received \$1,000.
2. We are working with Dan Hazen, Activities Director at Paynter Center Senior Citizen Center to provide transportation for seniors to visit the library every other Wednesday.
3. Sue made a motion to approve the holiday schedule as presented. Carol seconded; motion carried.
4. Kathy now has one whole year of statistics to compare progress.

**Old Business** – None to report

### **New Business**

1. Committees were discussed.
2. Cab made a motion to accept Beverly Company as alternate trustee. John seconded; motion carried.

**Adjournment** – Don made a motion to adjourn, which was seconded by Golda and approved unanimously. Meeting adjourned at 5:03 pm.

**Next meeting is scheduled for November 21, 2017, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.