

Hawn Memorial Library Board of Trustees Meeting December 19, 2017 Minutes

Call to Order - Meeting was called to order at 4:00 p.m.

Present: Debbie Allen (recording minutes), Charles (CAB) Burns, Beverly Company, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde (Village of Clayton), George Irvine, Kathy Jewsbury (Library Director), Jane Leahy, Golda Mellon, Nicholas Quarrier (candidate for alternate trustee), Donna Schneeberger (candidate for alternate trustee), Joan Varsics, Mary Zovistoski (Town of Clayton)

Absent: None

Minutes – Debbie Hunter moved to approve the meeting minutes for Nov. 21, 2017. Don seconded; motion carried.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Prepaid Abstract #7, Expense Voucher Numbers L18-093 through L18-094, in the amount of \$538.43 to the Board for acceptance. Prepaid Abstract #7 was accepted. Carol presented Abstract #7, Expense Voucher Numbers L18-095 through L18-106 in the total amount of \$5,391.00 to the Board for acceptance. Abstract #7 was accepted.

Standing Committee Reports

- **Budget (Carol, Deb H., Sue)** Nothing to report
- **Building and Grounds (CAB, John)** – Insulation has been blown in above the ceilings in the library. It is expected that substantial savings in heating and air conditioning costs will be realized. National Grid will be contacted to investigate a program to reduce electricity costs.
- **By-laws and Policies** – Progress is being made.

- **Personnel (Carol, Deb)** Cab made a motion to make Debbie Hunter Vice President and Golda Secretary. Don seconded; motion carried.
- **Publicity and Public Relations (Golda)** - Golda reported good feedback from the public on the newspaper article and pictures.
- **Technology (Joan, Janet, Carol)**
 1. Kathy reported there will be no movement anytime soon on fiber optic cable. Joan made a motion that we contact with Westelcom to procure internet service. Don seconded; motion carried.
 2. Kathy will consult with NCLS about obtaining a booster for our internet.

Director's Report

1. Staff will be watching NCLS webinars for ongoing training.
2. Our first Baubles and Bling fundraiser was a success, raising over \$300 and still going. About 250 people from the community rode the horse and carriage, 342 more came into the library, totaling 592 for total visits that day.
3. Easter Egg Hunt is being planned. Chamber and Rotary will participate.
4. Regular library programs continue.
5. Library will be closed Dec. 25 and 26 and Jan. 1 and 15.

Old Business

Cab will send a letter to the Depauville Library Director expressing interest in meeting with her to discuss the county grant.

New Business

1. Now that the Community Room has been completed, Carol proposed that the Community Room account be closed and remaining funds be moved into the Supplies account; also increase line item of books by \$1000 to reflect the Outreach grant of \$1000; increase the Programs account by \$862 to reflect the Schiff Building grant. Cab made a motion to accept Carol's proposal. Debbie Hunter seconded; motion carried.

2. The Board went into Executive Session at 4:40 p.m. and came out at 5:17 p.m.

3. Cab made a motion to appoint Jane Leahy as Full Trustee. Joan seconded; motion carried.

4. Cab made a motion to appoint Donna Schneeberger and Nicholas Quarrier as Alternate Trustees. Joan seconded; motion carried.

Adjournment – Joan made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 5:20 p.m.

Next meeting is scheduled for January 16, 2017, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.