

Hawn Memorial Library
Board of Trustees Meeting
February 14, 2017

Call to Order – Meeting was called to order at 2:56 pm. Paulette Roes, NCLS came in at 2:00 and gave a presentation

Present: Ann Aubertine, Carol Flannery, Don Dilworth, Kathy Jewsbury, Joan Varsics, Golda Mellon, Nancy Hyde (Village of Clayton) and Deborah Hunter

Absent: Janet Brick, George Irvine, Charles Burns, John Davis, and Mary Zovistoski (Town of Clayton)

Joan moved to go into Executive Session and Don seconded. All approved. Out of Executive Session at 3:26 pm

Minutes: Joan moved that the minutes be accepted and 2nd by Carol and approved unanimously.

Correspondence and Announcements – Nothing to report

Treasurer's report – Carol went over the Actual Revenues and Expenses to date using her format.

There appears to be a computer error in the Treasurer's report for this year. It states a carryover expense from the previous year of \$5,485 but that was actually funded out of the Library Fund at the end of the previous fiscal year. Geneva has attempted several times to correct this error with little success so far. Carol briefed Nancy on the issue and Nancy will follow up with the Treasurer.

Discussed for Abstract 9 with 3 amounts (prepaid 798.65 and 448.65; 4,139.37). Carol made the motion to accept the amounts. In addition, discussion on whether the whole board needs to see the Abstracts or whether Chairperson and Carol could sign at each meeting. Possibly just an email copy of abstracts to each board member would work. Nancy will investigate for us.

Carol discussed the upcoming school budget vote and what amount to include in that budget for the library. We are suggesting \$5,000 additional for funding high speed internet and technology enhancements. Kathy will notify Paulette at NCLS to assist in the school budget vote. Carol made the motion to increase the library budget amount for \$5,000, 2nd by Don and approved unanimously.

Building and Grounds – Kathy let us know that the sidewalk is closed closest to the post office. This is due to overhanging ice. Terry Jones has put up a barricade at this time.

By-laws and Policies: Mission statement work in progress

Personnel: Kathy asked for approval for reimbursement for travel to NCLS in March. Joan made the motion to approve mileage, 2nd by Don and approval was unanimous.

Technology: Carol and Joan will work on the Technology portion of the 2017 Incentive grant posted by NCLS.

Northern NY Community Foundation Grant – Carol, Debbie and Golda met with Deb at the Antique Boat Museum. She is scheduling 2 sessions in July and 1 session in August to building model skiffs. More information to follow in the next few months.

Computer Purchases – nothing to report at this time.

Copier Lease – Kathy stated our lease for their copier is up in July. Discussion followed with Golda recommending leasing a new copier, 2nd by Carol, approval was unanimous.

Publicity and Public Relations - Nancy suggested having small and large upcoming event calendars be placed in businesses. Kathy will look into it.

Director's Report –

Nancy reported that the Rotary were able to meet recently and they will do whatever the library needs.

Annual report has been submitted

George Irvine arrived

Kathy noted under the upcoming programs a 3 day computer session for those that need individual computer help.

Carol asked that we look at the proposed budget for 2017-18. That was in the last column of her handout on Revenues and Expenses.

Adjournment – George made a motion to adjourn, which was seconded by Joan and approved unanimously. Meeting adjourned at 4:06 pm.

Next meeting is scheduled for March 21st, 2017 at 4:00

Respectfully submitted,

Deborah J. Hunter

