

**Hawn Memorial Library  
Board of Trustees Meeting  
March 23, 2017 Minutes**

**Call to Order** - Meeting was called to order at 4:02 p.m.

**Present:** Debbie Allen (recording minutes), Ann Aubertine, Donald Dilworth, Deborah Hunter, Nancy Hyde (Village of Clayton), George Irvine, Kathleen “Kathy” Jewsbury (Library Director), Golda Mellon, Joan Varsics, Mary Zovistoski (Town of Clayton)

**Absent:** Janet Brick, Charles (Cab) Burns, John Davis, Carol Flannery

**Minutes** – George moved to approve the meeting minutes for February. The motion was seconded by Don and approved unanimously.

**Correspondence and Announcements** – Deborah and Ann will attend the April 4 school board meeting to request that the library be put on the school ballot for an increase of \$5,000.

**Presentation of Abstracts by the Treasurer** – George moved to accept Abstract #10, Expense Voucher Number L17-134 through L17-135 in the amount of \$423.78. Don seconded; motion carried. Deborah moved to accept the quarterly contract for the copier invoice of \$234. Don seconded; motion carried.

**Standing Committee Reports**

- **Budget (George, Carol, Deborah)** – Kathy and Geneva balanced the proposed budget for 2017-2018. The board will await Carol Flannery’s return to review the material.
- **Building and Grounds (CAB, John, Ann)** – Nancy spoke with Terry about inspecting the whole roof for possible need for insulation. An exhaust fan is needed in the bathroom. The Young Adult room has been painted by a volunteer and Jerry from the village.
- **By-laws and Policies (Deborah, Ann, Kathy)** – A social media policy is needed and in the works. Deborah suggests the first paragraph from the existing Long and Short Range Goals be used as the mission statement. Also needed is a traffic management policy for internet usage. Deborah and Kathy are working on a Village of Clayton New Employee Handbook--Hawn Library Edition.
- **Personnel (Janet, Carol, Deborah)** - Volunteers are returning. Ann, Gayle, and Carolyn will be paid subs. Emergency contact forms for staff are being completed and filed in the library office with a copy being given to Cab.

- **Publicity and Public Relations (Ann, Deborah)** – A mailing promoting the middle school skiff project for the summer reading program will go out soon. Program surveys are being handed out to patrons. The board is planning for a letter requesting donations from the community to go out in July. Janet Brick will be contacted about her position on the board since she has relocated to Texas.
- **Technology (Joan, Janet, Carol)** – Kathy's computer is the only one that does not need to be replaced, only updated. Two staff computers need to be replaced. Replacement is budgeted for a few computers at a time. A shadow box for donations toward updating computers has been placed at the front desk. Deborah and Joan attended a Linux workshop which told of new technology to come through NCLS once fiber optic cable is available.

**Director's Report** - Training and workshops have been attended. The Easter Egg Hunt is in process. YA room is painted and Lego wall is almost done; a plaque dedicating it to Richard Chapman will be posted above it. The new copier is here. Program participation has been down, so April and May will be quieter to focus on the egg hunt and the summer reading program. Weeding the collection is ongoing. Boater safety class coming up. The Life Jacket Program will be advertised and promoted soon; there will be 5 jackets in each size for children and 2 in each dog size. The board feels it's reasonable to charge a \$20 deposit on each jacket with \$1/day fine with \$10 maximum for late return.

**Old Business** – NA

**New Business** – Mary asked about hosting the summer lunch program at the library. Kathy has already inquired and found that we are not geographically eligible to host it here at this location. The board worked with Kathy to complete a survey by the NY Library Association regarding changing minimum standards.

**Adjournment** - Deborah made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5:24 pm.

**Next meeting is scheduled for Tuesday, April 18, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.