

**Hawn Memorial Library  
Board of Trustees Meeting  
April 18, 2017 Minutes**

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

**Present:** Debbie Allen (recording minutes), Charles (Cab) Burns, John Davis, Donald Dilworth, Carol Flannery, Deborah Hunter, Kathy Jewsbury (Library Director), Golda Mellon, Joan Varsics,

**Absent:** Ann Aubertine, Nancy Hyde (Village of Clayton), George Irvine, Mary Zovistowski (Town of Clayton)

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

**Correspondence and Announcements** – Debbie Hunter reported that the school board meeting went well and our request to be put on the school ballot for \$5,000 was approved.

**Presentation of Abstracts by the Treasurer** – Carol moved to accept Prepaid Abstract #11, Expense Voucher Numbers L17-157 through L17-158 in the amount of \$461.49; Prepaid Abstract #11, Expense Voucher Numbers L17-159 through L17-160 in the amount of \$191.58; Abstract 11A, Expense Voucher Number L17-172, in the amount of \$1297.09; and Abstract 11, Expense Voucher Numbers L17-161 through L17-171, in the amount of \$4,915.30. With Carol being the committee head, no second was needed, and the motion was approved unanimously.

**Standing Committee Reports**

- **Budget (George, Carol, Deb)** – Carol reported that the proposed budget is balanced but shows the book budget being cut. Fund raising was suggested. Debbie Hunter moved to accept the proposed budget; Don seconded and the motion was approved unanimously.
- **Building and Grounds (CAB, John, Ann)** – The exhaust fan was installed. The Village will insulate the roof at their expense for labor and materials.
- **By-laws and Policies (Deb, Ann, Kathy)** – Mission statement will be done by next month's meeting. Evaluations are being worked on. Each trustee will receive a notebook with all completed information.

- **Personnel (Don, Carol, Deb)** - Janet Brick submitted her resignation from the board on March 27, 2017. Don Dilworth will move from alternate trustee to trustee and will now replace Janet on Personnel Committee. Additional alternates will be solicited.
- **Publicity and Public Relations (Ann, Deb, Golda)** – Golda will now serve on this committee. She gave a progress report on the skiff building project for the summer reading program, funded by NNY Community Foundation Grant. Joan made a motion to spend \$75 on ads to be placed in the Clayton Area Preschool printed program to promote the summer reading program; Don seconded and motion passed unanimously.
- **Technology (Joan, Don, Carol)** – Don Dilworth will replace Janet Brick on this committee. Computer upgrading was discussed.

### **Director's Report -**

1. Lego wall was dedicated to Rich Chapman at 5 p.m., Tues., April 11, 2017.
2. The Teen Room has been completed.
3. A small TV/DVD combo unit was purchased for the Visitor's Center to show 1000 Islands videos that were purchased from PBS and donated by the Tourism Council.
4. April programs were well attended. Egg Hunt served about 400 children; with Chamber, Rotary, and Village donations, library expenditures were under \$200.
5. Upcoming programs: NYS Boater Safety, Aromatherapy Workshop, Zenda Farms info table at "For the Trees Day," with library movie, Widow/Widower Bereavement Group, YA author Leah Chiasson (requesting all board members attend, if possible).
6. Part-time subs and volunteers are returning.
7. Minimum Standards Survey was submitted on Survey Monkey.
8. Reminder to board members to check their mailboxes in library office.
9. Carpets will be cleaned by Anchor on May 17, 2017.
10. Jeri may be leaving, so Kathy has started the Civil Service Search.

### **Old Business – NA**

**New Business** – Golda will send "thank you" notes to Rotary and Chamber for their contributions to the Easter Egg Hunt.

**Adjournment** - Joan made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 4:47 pm.

**Next meeting is scheduled for Tuesday, May 16, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.