

**Hawn Memorial Library  
Board of Trustees Meeting  
May 16, 2017 Minutes**

**Call to Order** - Meeting was called to order at 4:03 p.m. Board went into Executive Session at 4:03 p.m. and came out of Executive Session at 4:10 p.m.

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

**Absent:** Ann Aubertine, Mary Zovistoski (Town of Clayton)

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

**Correspondence and Announcements** – NA

**Presentation of Abstracts by the Treasurer** – Carol moved to accept Prepaid Abstract #12, Expense Voucher Numbers L17-173 through L17-174 in the amount of \$476.37; Abstract #12, Expense Voucher Numbers L17-175 through L17-186 in the amount of \$1,359.76; and Abstract 12A, Expense Voucher Number L17-187, in the amount of \$573.46. With Carol being the committee head, no second was needed, and the motion was approved unanimously.

**Standing Committee Reports**

- **Budget (George, Carol, Deb)** – Carol made a motion to move the balance of \$2,000 from the YA/Community Room reserve account into the computer reserve account. Don seconded; the motion carried. Carol made a motion to change the reserve location of \$2,000 from the current budget to the computer reserve account. Don seconded; the motion carried. Carol made a motion for Kathy to proceed with working with NCLS on purchasing new computers on a time payment basis. Don seconded; the motion carried.
- **Building and Grounds (CAB, John, Ann)** – The Village will wait to receive three bids before they move ahead to reinsulate the roof.
- **By-laws and Policies (Deb, Ann, Kathy)** – NA
- **Personnel (Don, Carol, Deb)** - Carol made a motion to raise Kathy's salary to \$15/hr, effective June 1. Don seconded and motion carried. John made a mo-

tion to hire Gwendolyn Clark as part-time clerk for 37 hours per pay period at \$9.75 /hr with up to 1 year probation. Don seconded; motion carried.

- **Publicity and Public Relations (Ann, Deb, Golda)** – Don Dilworth agreed to be appointed to this committee.
- **Technology (Joan, Don, Carol)** – There was discussion about the 1-year delay in receiving fiber optic cable.

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

1. Kathy attended a workshop on improving Friends groups.
2. Money has been donated for an information center board outside.
3. Little Hawn Library was not approved for Rotary Park.
4. Book sale preview night for Friends of the Library with wine tasting was discussed.

**Old Business** – NA

**New Business** – NA

**Adjournment** - Joan made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5:25 pm.

**Next meeting is scheduled for Tuesday, June 20, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.