

**Hawn Memorial Library
Board of Trustees Meeting
June 20, 2017 Minutes**

Call to Order - Meeting was called to order at 4:00 p.m. A moment of silence was held in respect for Ann Aubertine, who recently passed away.

Present: Debbie Allen (recording minutes), Charles (CAB) Burns, John Davis, Donald Dilworth, Carol Flannery, Deborah Hunter, Kathy Jewsbury (Library Director), Golda Mellon, Mary Zovistoski (Town of Clayton)

Absent: Nancy Hyde (Village of Clayton), George Irvine, Joan Varsics

Minutes – Debbie H. moved to approve the meeting minutes for May 16, 2017. The motion was seconded by Carol and approved unanimously.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer –

Carol presented Prepaid Abstract #12b, Expense Voucher Number L17-188, in the amount of \$398.11 to the Board for acceptance. Prepaid Abstract #12b was accepted. Carol presented Abstract #1, Expense Voucher Numbers L18-001 through L18-020 in the total amount of \$5,845.75 to the Board for acceptance. Abstract #1 was accepted. Carol expressed gratitude to the Friends of the Library for their contribution to the library of \$6,000.

Standing Committee Reports

- **Budget (Carol, Deb H.)**
- **Building and Grounds (CAB, John)** –The new message board, bought with funds donated by Barb Orobona, will have a dedication plaque in memory of Barb's relative.
- **By-laws and Policies** –
 1. Cab made a motion to accept the revisions in by-laws and policies as presented by Debbie H. Don seconded. The motion carried.
 2. Carol made a motion to adopt the NCLS Director Evaluation form for use at Hawn. Don seconded. The motion carried.
- **Personnel (Carol, Deb)** – In the loss of Ann Aubertine, there was discussion about seeking additional board members. Ruth resigned her position as clerk, effective June 13. Gwen Clark has been hired as part time clerk. Debbie H. made a motion to hire Gwen full time at \$10/hr. as of next pay period. Don seconded. The motion carried. Monika Leubner has started as our Summer Intern until mid August.

- **Publicity and Public Relations (Golda)**—Signups continue for Skiff Days, and Family Day at the ABM went well.
- **Technology (Joan, Janet, Carol)** – Nothing to report.

Director's Report

1. Debbie H. made a motion to welcome the Rotary Club to hold their meetings here from 6:30 – 7:30 three Tuesdays each month. (Gwen will come in ½ hour later and stay ½ hour later in order to accommodate them, as we close at 7 p.m.) Don seconded. The motion carried.
2. The Info Message Center for the front sidewalk area has arrived and awaits installation by the Village.
3. A special Preview Night for the adult book sale will be held with a \$5 fee, which will include an ice cream social (donated by The Scoop), a raffle for 1 free night's stay at the McKinley House Bed and Breakfast, and first choice of shopping for books.

Old Business – None to report

New Business – Discussion was made as to whether to accept Fed Ex or UPS deliveries for 3rd parties. The decision was made not to accept any deliveries.

Adjournment – John made a motion to adjourn, which was seconded by Don and was approved unanimously. Meeting adjourned at 4:38 pm.

Next meeting is scheduled for July 18, 2017, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.