

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

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

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

**Absent:** George Irvine, Joan Varsics

**Minutes** – Debbie H. moved to approve the meeting minutes for June 20, 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 #2, Expense Voucher Number L17-021, in the amount of \$498.22 to the Board for acceptance. Prepaid Abstract #2 was accepted. Carol presented Abstract #2, Expense Voucher Numbers L18-022 through L18-033 in the total amount of \$1,481.97 to the Board for acceptance. Abstract #2 was accepted.

**Standing Committee Reports**

- **Budget (Carol, Deb H.)** Nothing to report
- **Building and Grounds (CAB, John)** –Nothing to report
- **By-laws and Policies** –
  1. Debbie H. made a motion to adopt the Online Media Policy as presented. Don seconded. The motion carried.
  2. Don made a motion to adopt the Employee Dress Code Policy as amended. Carol seconded. The motion carried.
  3. Golda made a motion to adopt the Circulation Policy for Interlibrary Loan as amended. Don seconded. The motion carried.
- **Personnel (Carol, Deb)** –
  1. Carol made a motion to make all full-time employee hours a maximum of 40 hours and all part-time employee hours a maximum of 20 hours. Don seconded. The motion carried.
  2. Cab expressed concern about board members regularly missing board meetings. John made a motion that the President compose a letter to those who have missed a majority of meetings to inquire about their commitment to being a trustee. Don

seconded. The motion carried.

3. New trustees and alternate trustees are still being sought.

- **Publicity and Public Relations (Golda)—**

1. Skiff Program update was given.

2. Kathy gave an update on the Incentive Grant.

- **Technology (Joan, Janet, Carol) –**The money from the Northern NY Community Foundation Grant Money was received. The new computers have been installed.

### **Director's Report**

1. The outside message board has been installed.

2. The Little Hawn is finished and will be installed outside the Eagle Shoppe, which was the location of the Hawn Library from 1926–1951.

3. Upcoming events are Pasta on the Greens, Katrina Thomas—author, Skiff Stories/Building Program, PBS story time, Summer Reading Wrap party, AARP Safe Driving Class, and NCPPC Babysitting Class.

4. A \$2,000 grant has been received, secured for Hawn by Senator Pattie Ritchie.

**Adjournment** – Debbie H. made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 4:50 pm.

**Next meeting is scheduled for August 15, 2017, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.