

**Hawn Memorial Library
Board of Trustees Meeting
September 19, 2017 Minutes**

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

Present: Debbie Allen (recording minutes), Charles (CAB) Burns, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde (Village of Clayton), Kathy Jewsbury (Library Director), Golda Mellon

Absent: John Davis, George Irvine, Mary Zovistoski (Town of Clayton)

Minutes – Debbie H. moved to approve the meeting minutes for August 15, 2017. The motion was seconded by Don and approved unanimously.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer –

Carol presented Prepaid Abstract #4, Expense Voucher Numbers L18-052 and L18-053, in the amount of \$714.04 to the Board for acceptance. Prepaid Abstract #4 was accepted.

Carol presented Abstract #4, Expense Voucher Numbers L18-053 through L18-065 in the total amount of \$3,482.90 to the Board for acceptance. Abstract #4 was accepted.

Standing Committee Reports

- **Budget (Carol, Deb H.)** Nothing to report
- **Building and Grounds (CAB, John)** –Work to be done this fall includes painting the vestibule, changing front door and lock, insulating roof, venting pipe to roof, and fixing fascia/gutters. It is not clear at this point whether or not the village will pay for the painting. Nancy Hyde stated that there is money in the village budget for the major building improvements.
- **By-laws and Policies**
 1. Debbie H. made a motion to approve the Conflict of Interest Policy and the Technology Plan as submitted by Kathy. Don seconded; motion carried.
 2. Debbie H. made a motion to approve the Whistle Blower and Ethical Behavior Policy as replacement for the Anti-Fraud policy. Don seconded; motion carried.
- **Personnel (Carol, Deb)**
 1. Joan made a motion to move Sarah Streets from part time to full time at her present salary of \$10/hr., effective September 20, 2017.
 2. Debbie H. made a motion to move Debbie Allen from part-time substitute to part-time clerk at her present salary of \$9.75, effective October 1, 2017. Don seconded;

motion carried.

- **Publicity and Public Relations (Golda)**—Golda reported that Pat Taylor submitted Hawn Memorial Library's name as a possible recipient of a \$50 drawing from the Retired Teachers Association, and our name was drawn. This is the second year in a row that we have received this gift. Special thanks to Pat Taylor.
- **Technology (Joan, Janet, Carol)** –No action was taken at this time.

Director's Report

1. Due to the fact that the Friends of the Library will no longer be paying for the horse and carriage rides during Christmas in Clayton, Carol made a motion to pay \$400 to Douglas Hebert for horse and carriage rides during this special event. Joan seconded; motion carried.
2. "Little Hawn Library" is complete and located next to Eagle Shoppe.
3. Friends of the Library have given \$250 to purchase pumpkins for the pumpkin decorating contest. Special thanks to the Friends.

Old Business – None to report

New Business

1. Cab made a motion for Sue Grant to become a trustee of Hawn Memorial Library. Joan seconded; motion carried.
2. Debbie H. made a motion for Jane Leahy to become an alternate trustee of Hawn Memorial Library. Don seconded; motion carried.
3. Sue Grant will sit on the Budget Committee.
4. Debbie Hunter made a motion to reduce staff by one part-time position, presently held by Tecuma Sherman, at this time due to movement of staff positions. Don seconded; motion carried.
5. Special thanks will be given to Janet and Cary Brick for their donation of funds from the Cary and Janet Brick Riverside Foundation.

Adjournment – Debbie H. made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5 pm.

Next meeting is scheduled for October 17, 2017, at 3:00 p.m. An NCLS representative will be here to do a presentation on trustee training.

Minutes recorded and typed by Debbie Allen.