

**Hawn Memorial Library  
Board of Trustees Meeting  
January 16, 2018 Minutes**

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

**Present:** Debbie Allen (Acting Director), Charles (CAB) Burns, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, George Irvine, Nolan Knapp (Town of Clayton), Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

**Absent:** Beverly Company, Nancy Hyde, Kathy Jewsbury (Director)

**Minutes** –Joan moved to approve the meeting minutes for December 19, 2017. Donna seconded; motion carried.

**Correspondence and Announcements** – Nothing to report

**Presentation of Abstracts by the Treasurer**

Carol presented Prepaid Abstract #8, Expense Voucher Number L18-110, in the amount of \$352.11, to the Board for acceptance. Carol presented Abstract #8, Expense Voucher Numbers L18-111 through L18-120 in the total amount of \$1,357.03 to the Board for acceptance. George seconded, and both Prepaid Abstract #8 and Abstract #8 were accepted.

After reviewing the monthly credit card purchases with the Board, Carol recommended approval to pay them. Joan seconded; the board approved payment.

**Standing Committee Reports**

- **Budget (Carol, Deb H., Sue)**
  1. Carol made a motion to transfer \$1000 from Computer Reserve to Supplies. Sue seconded; motion carried.
  2. Carol will follow up to ensure that line items are all correct for salaries.
  3. Minimum wage has increased to \$10.40/hr.
  
- **Building and Grounds (CAB, Nick)** – Nolan will help find information on programs to change lighting to reduce electricity costs.

- **By-laws and Policies (Deb)** Nothing to report
- **Personnel (Don, Carol, Deb, Jane)** Nothing to report
- **Publicity and Public Relations (Deb, Don, Golda)**
- **Technology (Joan, Don, Carol)** -- Bids will be taken for improvements to internet service.

### **Director's Report**

1. Staff is completing ongoing webinar training through NCLS to increase our knowledge of the Work Flows system and finding it very helpful.
2. Sarah Streets attended a genre workshop at NCLS.
3. Plans are being made to complete painting the YA room as well as the children's room.
4. Christmas decorations have been taken down and put away.
5. All shelves in the library are being thoroughly dusted and cleaned.
6. Central Early Childhood Direction Center will hold a workshop on 1/18 about the sensory integration process.
7. North Country Family Health Center in Watertown will utilize the downstairs community room for a monthly breast feeding support group starting in February.
8. Things are running smoothly with Kathy working remotely.

**Old Business** Nothing to report

**New Business** Nothing to report

**Adjournment** –Joan made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 4:37 pm.

**Next meeting is scheduled for February 20, 2018, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.