

Hawn Memorial Library Board of Trustees Meeting November 14, 2017 Minutes

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

Present: Debbie Allen (recording minutes), Charles (CAB) Burns, John Davis, Don Dilworth, Sue Grant, Deborah Hunter, George Irvine, Kathy Jewsbury (Library Director), Jane Leahy, Golda Mellon, Joan Varsics, Mary Zovistoski (Town of Clayton)

Absent: Beverly Company, Carol Flannery, Nancy Hyde (Village of Clayton)

Minutes – John moved to approve the meeting minutes for Oct. 17, 2017. The motion was seconded by Don and approved unanimously.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer

In Carol's absence, Sue presented Prepaid Abstract #6, Expense Voucher Number L18-079, in the amount of \$507.63 to the Board for acceptance. Sue made a motion to accept Prepaid Abstract as presented; Don seconded. Prepaid Abstract #6 was accepted. Sue presented Abstract #6, Expense Voucher Numbers L18-080 through L18-092 in the total amount of \$1,784.98 to the Board for acceptance. Sue made a motion to accept Abstract #6 as presented; Don seconded. Abstract #6 was accepted.

Standing Committee Reports

- **Budget (Carol, Deb H., Sue)** Nothing to report
- **Building and Grounds (CAB, John)** – Nothing to report
- **By-laws and Policies** – Progress is being made.
- **Personnel (Carol, Deb)** Nothing to report
- **Publicity and Public Relations (Golda)** - Nothing to report.
- **Technology (Joan, Janet, Carol)** – Nothing to report.

Director's Report

1. Staff have been attending NCLS workshops for ongoing training.
2. Large print books are being ordered using the grant money for the Outreach program.
3. Kathy is working on fundraising ideas to help buy extras that would be beneficial to the library, such as a laminator, TV for the community room, Kindles/Leapfrogs for summer reading program, etc.
4. Dec. 2 the library will sponsor horse-drawn carriage rides throughout Clayton in addition to hosting our first Baubles and Bling fundraiser, selling gently used jewelry, scarves, and handbags. We will also have crafts for the children. The Friends will hold Tiny Tim Emporium at the same time and will not be creating a float for the parade this year. (Golda offered to look into coordinating some sort of group to walk in the parade.)
5. Seniors from Riverview Apartments are now coming every other Wednesday by bus to the library. Transportation through the Paynter Center is sponsored by The Scoop.
6. Paynter Center is holding a senior movie day once a month, starting Nov. 17.
7. Library Christmas Party will be December 8 at 5:30.
8. 555 people have "Liked" our Facebook page.
9. Kathy will submit Incident Reports to the Village.

Old Business – There was discussion of having a joint board meeting with Depauville Library in the spring to discuss how we can provide the best services to our respective areas.

New Business

1. George made a motion that the board honor the director's remote work schedule as submitted from Dec. 21, 2017 through March 7, 2017. Debbie Allen will be Acting Director in Kathy's absence with Debbie's salary being \$12/hr. starting Dec. 21. Don seconded; motion carried.

2. Letters of interest have been submitted for the open trustee position and will be considered and voted on at the next meeting.

Adjournment – George made a motion to adjourn, which was seconded by Debbie H. and was approved unanimously. Meeting adjourned at 5:03 pm.

Next meeting is scheduled for December 19, 2017, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.