

Hawn Memorial Library Board of Trustees Meeting February 2018 Minutes

Call to Order - Meeting was called to order at 4:00 p.m. Debbie Hunter immediately moved to go into Executive Session. At 4:18 p.m., the board came out of Executive Session.

Present: Debbie Allen (Acting Director), Beverly Company, Don Dilworth, Carol Flannery, Sue Grant, Deborah Hunter, Nancy Hyde, George Irvine, Jane Leahy, Golda Mellon, Nicholas Quarrier, Donna Schneeberger,

Absent: Charles (CAB) Burns, Kathy Jewsbury (Director), Nolan Knapp (Town of Clayton), Joan Varsics

Minutes – Sue moved to approve the meeting minutes for December 19, 2017. Don seconded; motion carried.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #8A, Expense Voucher Numbers L18-121 and L18-122 in the amount of \$716.81, to the Board for acceptance. Carol presented Prepaid Abstract #9, Expense Voucher Numbers L18-123 through L18-125 in the amount of \$1,205.48 to the Board for acceptance. Carol presented Abstract #9, Expense Voucher Numbers L18-126 through L18-135, in the amount of 2,402.05. Abstract #8A, Prepaid Abstract #9, and Abstract #9 were accepted.

Standing Committee Reports

- **Budget (Carol, Deb H., Sue)**

Carol gave an update on how the budget works and where we are at in the fiscal year.

- **Building and Grounds (CAB, Don, Nick)**

1. Don Dilworth explained the situation with the front door installation and requested to be moved from Technology Committee to Building and Grounds.

2. Nancy Hyde reported that Terry Jones is looking into the project for upgrading all lighting in the library since the building belongs to the Village.

- **By-laws and Policies (Deb, Bev, Donna, Jane)**
Debbie H. reported that work on the Employee Policies will be completed by April. Bev volunteered to serve on this committee.
- **Personnel (Carol)**
Debbie H. requested that all new board members who are not already on a committee decide which one they would like to serve on.
- **Technology (Deb, Joan, Carol)** Nothing to report

Director's Report

1. Painting in the YA room has been completed.
2. New book displays are being created.
3. Attendance for Disney Week at the Library has been very good.
4. There were two separate incidences of two different patrons falling inside the front entrance due to the installation of the new door. One is fine and one has sought medical attention. The Village is dealing with all details. Incident reports were written, and the patrons were called several times to express our concern.

Old Business Nothing to report

New Business Nothing to report

Adjournment –George made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5:16 pm.

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

Minutes recorded and typed by Debbie Allen.