

**Hawn Memorial Library
Board of Trustees Meeting
March 20, 2018 Minutes**

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

Present: Debbie Allen (Acting Director), Beverly Company, Don Dilworth, Sue Grant, Deborah Hunter, Jane Leahy, Nicholas Quarrier, Donna Schneeberger, Joan Varsics

Absent: Charles (CAB) Burns, Carol Flannery, Nancy Hyde (Village of Clayton), George Irvine, Kathy Jewsbury (Director), Nolan Knapp (Town of Clayton), Golda Mellon

Minutes – Jane moved to approve the meeting minutes for February 20, 2018. Don seconded; motion carried.

Correspondence and Announcements

1. Copies of the JAB Memo of Understanding were distributed for everyone to read with the plan to sign and submit to NCLS after the April meeting.
2. Cards were circulated and signed to be sent to Kathy Jewsbury for encouragement and Jeri Winkler in appreciation.

Presentation of Abstracts by the Treasurer

Joan made a motion to appoint Sue Grant to present the abstracts in Carol Flannery's absence. Don seconded; motion carried.

Sue presented Prepaid Abstract #10, Expense Voucher Numbers L18-136 and L18-137 in the amount of \$743.42 to the Board for approval. Sue presented Abstract #10, Expense Voucher Numbers L18-138 through L18-148, in the amount of \$3,910.67. Sue made a motion to approve Prepaid Abstract #10 and Abstract #10; Joan seconded. Motion carried.

Standing Committee Reports

New committee assignments were made. They are shown in parentheses after each committee title.

- **Budget (Carol, Deb H., Sue)**
Budget deadline is March 31
- **Building and Grounds (CAB, Don, Nick)** Nothing to report

- **By-laws and Policies (Bev, Deb, Donna, Jane)**

Much progress is being made.

- **Personnel (Carol, Deb H., Donna, Jane)**

1. Debbie H. made a motion that, with deep regret, the board receive Jeri Winkler's resignation. Don seconded; motion carried.

2. Joan made a motion to hire Kali O'Day as Library Clerk for 40 hours per week at \$10.75 per hour. Don seconded; motion carried.

3. Debbie H. made a motion to raise Sarah Streets' hourly wage to \$10.95 per hour, to be revisited in three months. Don seconded; motion carried.

4. Sarah Streets and Kali O'Day were introduced to the Board.

- **Publicity (Golda, Don)** Nothing to report

- **Technology (Carol, Deb, Joan)**

Joan reported that the E-Rate grant has been applied for. Debbie A.

reported that Westelcom has already installed the new internet hookup.

NCLS is awaiting a letter of commitment from the E-Rate grant in order to complete the installation.

Director's Report

1. Sarah and Janet attended NCLS Summer Reading Workshop.

2. Debbie is registered for "Library Design on a Dime" NCLS workshop.

3. The Kids' Winter Break Activity program was a success.

4. International Women's Day program was a success.

5. The annual Easter Egg Hunt is March 31 at 11:00. Preparation is underway.

6. We are pleased to welcome Kali O'Day to our staff and are building a great team to head into the busy summer season.

Old Business Nothing to report

New Business Nothing to report

Adjournment –Jane made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5:00 pm.

Next meeting is scheduled for April 17, 2018, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.