

**Hawn Memorial Library  
Board of Trustees Meeting  
April 17, 2018 Minutes**

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

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

**Minutes** – Donna made a motion to approve the meeting minutes for March 20, 2018. Don seconded; motion carried.

**Correspondence and Announcements** - Nothing to report

**Presentation of Abstracts by the Treasurer**

Carol Flannery made a motion to approve Prepaid Abstract #11, Voucher # L18-150 in the amount of \$338.67. The motion passed.

Carol made a motion to approve Abstract #11, Expense Voucher Numbers L18-151 and L18-163 in the amount of \$5,099.62. The motion passed.

Carol made a motion to approve the credit card charges in the amount of \$995.35. The motion passed.

**Standing Committee Reports**

George Irvine was added to the Building and Grounds Committee.

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

The budget has been submitted to the village.

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

Debbie will submit a work order for the Village to clean the roof gutters.

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

Revised Disaster, Technology, and Conflict of Interest policies were distributed for review, to be approved at the next meeting. It is hopeful that the various committees will take over responsibility for regular review of policies.

- **Personnel (Carol, Deb H., Donna, Jane)**
  1. Joan made a motion that administrative staff prepare a prioritized list of anticipated programmatic expenses for the coming year to be presented at the next Friends meeting. George seconded. Motion passed.
  2. Carol made a motion that administrative staff prepare a proposal to be submitted to the Cary and Janet Brick Riverside Foundation requesting funds for the 2018-2019 children's programs, support of our social media capabilities, and development of computer educational programs for Clayton-area senior citizens. Don seconded; motion passed.
  
- **Publicity (Golda, Don)** Nothing to report
  
- **Technology (Carol, Deb, Joan)** Nothing to report

### **Director's Report**

1. The Easter Egg Hunt was successful. Huge thanks to all volunteers.
2. Debbie attended an NCLS workshop as well as Kali and Janet receiving special training on Workflows.
3. The Holocaust Remembrance Day event was successful.
4. We will show the movie "The Boy in the Striped Pajamas," followed by discussion, on Saturday, April 21, at 11:00.
5. Volunteers will staff a table representing the library at the Fireman's Children Youth Carnival on Saturday, April 21, from noon – 3 p.m.
6. Janet Ferguson will staff a craft table representing the library at Arbor Day festivities on Saturday, April 28, from 9 a.m. – noon.
7. We are planning an event for National Peace Officers Day, May 15.

**Old Business** Joan made a motion that Debbie A. and Cab sign the NCLS JAB Memo of Understanding. Donna seconded; motion passed.

**New Business** Nothing to report

**Adjournment** –Debbie H. made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5:27 pm.

**Next meeting is scheduled for May 15, 2018, at 4:00 p.m.**

Minutes recorded and typed by Debbie Allen.