

**Hawn Memorial Library
Board of Trustees Meeting
May 15, 2018 Minutes**

Call to Order - Meeting was called to order at 4:02 p.m.

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

Minutes – Don made a motion to approve the meeting minutes for April 17, 2018. Carol seconded; motion carried.

Correspondence and Announcements – Nothing to report

Presentation of Abstracts by the Treasurer

Carol presented Abstract #12, Expense Voucher Numbers L18-169 through L18-180 in the amount of \$2,419.30 to the Board for acceptance. Carol presented Prepaid Abstract #12, Expense Voucher Number L18-166 in the amount of \$342.97 and Abstract #12, Expense Vouchers L18-167 and L18-168 in the amount of \$646.57 to the Board for acceptance. Abstract #12 and Prepaid Abstracts #12 were accepted.

Standing Committee Reports

- **Budget (Carol, Deb H., Sue)** Nothing to report
- **Building and Grounds (CAB, Don, Nick)** Cab will serve as chair for this committee.
- **By-laws and Policies (Deb, Bev, Donna, Jane)**
 1. Debbie Hunter accepted the appointment as committee head for By-laws and Policies.
 2. Disaster policy was discussed and tabled for further review.
 3. George made a motion to pass the Technology Policy; Don seconded. After discussion regarding the use of patron thumb drives, George withdrew his motion and the policy was tabled until Kathy receives input from NCLS.

4. Don made a motion to pass the Conflict of Interest Policy. George seconded; the motion carried.

5. The role of Alternate Board Members was clarified to explain that alternates should attend all meetings in order to be informed on policies and issues but do not have a vote unless they are officially filling in for a trustee who is missing, when needed to form a quorum. The choice of which alternate substitutes is made according to seniority among alternates. At present, the order is Bev Campany, Donna Schneeberger, then Nicholas Quarrier.

- **Personnel (Carol)**

There was discussion about making the Personnel Committee an ad hoc committee. There was also discussion about utilizing the Executive Committee in lieu of a Personnel Committee.

- **Technology (Deb, Joan, Carol)** Joan will be asked to chair this committee.

Director's Report

1. Kathy completed the Civil Service Senior Library Clerk exam on May 12.
2. Sarah, Kali, and Debbie are continuing with webinar training.
3. Arbor Day event went well.
4. Dilworth story hour went very well.
5. National Peace Officer Day reception went well.
6. River Artists will display their work the last week of May.
7. Summer Reading Program planning is under way. George made a motion to approve \$300 for summer reading programs. Don seconded; motion carried.
8. The Annual Report was distributed for review before releasing to the public.

Unfinished 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 5:13 pm.

Next meeting is scheduled for June 19, 2018, at 4:00 p.m.

Minutes recorded and typed by Debbie Allen.