

**Hawn Memorial Library  
Board of Trustees Meeting  
June 19, 2018 Minutes**

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

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

**Absent:** Kathy Jewsbury (Director) (excused), Nolan Knapp (Town of Clayton), Joan Varsics (excused)

**Minutes** – Jane made a motion to approve the meeting minutes for May 19, 2018, as corrected. Don seconded; motion carried.

**Correspondence and Announcements** – Nothing to report

**Presentation of Abstracts by the Treasurer**

Carol presented Prepaid Abstract #FYE 1, Expense Voucher Number QL18-181 in the amount of \$409.48 to the Board for approval. Carol presented Abstract #FYE 1, Expense Voucher Numbers QL18-182 through QL 18-193 in the amount of \$2,089.15 for approval. Carol presented Abstract #1, Expense Voucher Numbers VR 00000018 through VR 00000022 in the amount of \$2,121.11 to the Board for approval. Prepaid Abstract #FYE 1, Abstract #FYE 1, and Abstract #1 were approved.

**Standing Committee Reports**

- **Budget (CAROL, Deb H., Sue, Kathy)**
  1. As of 5/17/18, the Fund Reserve Balance was \$29,757, and the Allocated Funds Balance was \$11,407. Carol recommended that costs actually falling under specific Allocated Funds categories be taken from those corresponding fund balances rather than from the General Fund.
  2. Carol moved that the employee time sheets break down staff into 7 categories in keeping with each staff position. Motion carried.
  
- **Building and Grounds (CAB, Don, George, Nick)** Cab will ask Terry Jones about cleaning the gutters.
  
- **By-laws and Policies (DEB, Bev, Donna, Jane)**
  1. Disaster policy awaits a building diagram for approval.

2. Debbie H. moved to replace the Cell Phone Policy, Internet Policy and Guidelines, Online Media Policy, and Wireless Internet Access Policy with one policy entitled, "Technology Policy." Motion carried.

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

1. Jane moved to accept Sarah Streets' request to move to part time. Don seconded; motion carried

2. Carol moved to hire Brett Johnson full time as of 6/20/18, for the hourly wage of \$10.75/hr. Don seconded; motion carried.

3. Jane moved to dissolve the Personnel Committee. Debbie H. seconded; motion carried.

- **Technology (JOAN, Deb, Carol)** Nothing to report

### **Director's Report**

1. Debbie Allen attended the Joint Automation Board meeting at NCLS.

2. Book sale will be July 11-14.

3. Janet Ferguson will conduct programs at Minna Anthony starting July 5.

4. Summer Reading Program "Libraries Rock!" kicks off with a party June 26. Adults are being incorporated this year. Ending party will be August 3.

5. Library will be closed on Wednesday, July 4.

### **Unfinished Business** Nothing to report

### **New Business**

1. Chamber of Commerce has asked if the library would allow the UPS drop box to be located out front of the library. They feel it is a service to the community. Cab will speak to the Village about any restrictions.

2. An ad hoc committee will be formed for next year's election of officers.

3. The treasurer will now be referred to as "Second Vice-President," in keeping with Article III, Section 5, of the By-Laws.

4. The Janet and Cary Brick Riverside Foundation was discussed.

**Adjournment** –Debbie H. made a motion to adjourn, which was seconded by Don and approved unanimously. Meeting adjourned at 5:33 pm.

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

Minutes recorded and typed by Debbie Allen.