

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
January 18th 2018
Minutes**

Present: Kathy Van Ness, Don Smith, Christine Eggleston, Marty Delsignore, Carol Smith, Darsi Reardon, Ayiana Crabtree

Excused: Peggy Kelly, Sharon Dyckes, Marianne Malatino, Laura Oram

Staff: Katie Riordan, Jen Van Ness

Guest:

- I. Peggy Kelly, Sharon Dyckes, Marianne Malatino, Laura Oram
- II. Motion by Marty Delsignore, seconded by Carol Smith, to accept the agenda as amended, unanimously passed and carried.
- III. Motion by Marty Delsignore, seconded by Christine Eggleston to accept the December 21st minutes as amended, unanimously passed and carried.
- IV. The QuickReport from December 20th to January 18th was distributed. Motion by Marty Delsignore to accept, seconded by Christine Eggleston, unanimously passed and carried.
- V. Manager's Report - Katie distributed the monthly statistics. She said that the Truth be Told program is doing very well. In addition, she said she would be applying for an incentive grant from NCLS to help with weeding and restocking the section of the collection that gets weeded.
- VI. Old Business
 - A. Pass Budget- On the 29th of December the Board put together. Katie submitted the budget to USDA. There is a need to categorize expenses. The budget was tabled until the February meeting.
 - B. Maintenance – The library is at half of a barrel of salt for the parking lot. It was discussed that finding volunteers to basic maintenance.
 - C. Long Term Plan – Meeting Scheduled for February 3rd to discuss the long term plan.
 - D. Security- Kathy distributed three security camera options she found that she thought would be ideal for the library. Darsi stated that her husband Mike will install them for the library, and he would look for the best option.
- VII. New Business
 - A. Closing Policy- Kathy discussed that the library needs to establish a closing policy. The policy will be written and voted on during the February meeting.
 - B. Pot of Gold- Kathy stated that she would have the tickets printed and stuffed in February. The drawing is on March 20th. The prizes are 50 and 100 dollars and is strictly for members.
 - C. School Ballot- Kathy stated that if we are to go on the school ballot, the library will need to contact Jennifer Gaffney with the proper steps needed. Kathy believes we will need 25 people to sign a petition for us to go on the ballot.

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- D. Employee Workstation- Katie contacted Joseph Eberle, a woodworker, to see what he could do with the work station. He gave a quote on improvements for the current workstation. The changes would include: putting guides in the drawers, installing a cash box into the workstation, and adding a custom piece to increase shelving for temporary holding. The quote was \$860. In addition, Katie displayed pictures of a new work station the Joseph Eberle had drawn up that would cost around 3,000 to 4,000 dollars. Kathy will get in contact with the Henderson Library to see who made their workstation. Darsi and Mike will help move the cupboards when the workstation is moved.
 - E. Time Sheets- Kathy had a conversation at NCLS about libraries keeping track of employee time. A decision was made to make excel sheets with the employee's time and Carol would review them and sign them as approved.
 - F. Partnerships for Winter Concert- Christine asked if the library would like to partner with the historical society for their winter concert on February 17th. Kathy said she would be willing to volunteer. Katie will email the president of the historical society to set it all up.
 - G. Baskets- Kathy said in June she would make a basket a month for members to maybe help increase association membership.
- VIII. Motion by Carol Smith seconded by Marty Delsignore to adjourn the meeting at 6:33 pm, unanimously passed and carried.
- IX. The next HML Board meeting will February 15th 2018 at 5:00pm