

**HAY MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
October 18<sup>th</sup>, 2018  
Minutes**

Present: Laura Oram, Richard Probert, Christine Eggleston, Darsi Reardon, Amy Scanlin,  
Sharon Dyckes

Absent: Peggy Kelly, Stephanie Elliott

Staff: Katie Riordan, Jen Van Ness

Guest: Barb Kirk

- I. Christine Eggleston called the meeting to order at 5:36 pm.
- II. Motion by Richard Probert to accept the September minutes as presented seconded by Sharon Dyckes, unanimously passed and carried.
- III. Christine called for any correspondence over the past month. Katie reported that we got a thank you letter from the historical society for helping with Porch Music Fest. Paychex sent an email wanting to set up a meeting for pre-tax benefits and retirement plans. Katie will tell them we do not want to set a meeting up at this time.
- IV. Treasurer's Report – A motion by Richard Probert to accept the bills, seconded by Laura Oram, unanimously passed and carried.
- V. Manager's Report – Katie sent it out via email. The board had no questions at this time.
- VI. Programs and Events Report- This week is teen read week and we are working with the school, we have scrabble set up in our library for the teens. We are currently doing Parp visits with the K-6 graders at the school. We sent home library card registration forms, and have registered many kids.
- VII. Association News and Membership: Barb Kirk reported we currently have 79 members, the money is around where we were last year, but overall membership is down.
- VIII. Committee Reports

Governance: The bylaws are being looked at, but there is nothing to present at this time.

Budget & Finance: There is a meeting on November 9<sup>th</sup> at 4:00 pm the committee has started to work on a budget projection for next year. They think it may be best to go on the school ballot next year, because the town's views do not seem to be in support of the library. Katie will find out the deadlines for being on the school ballot with NCLS. She will also look for information to see a trend in the funding received from the town and village.

Fundraising & Development: The board will discuss this more at the long range planning meeting. Richard will be asking for information about the library and it's past to build a good case to present to the community.

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Building & Grounds: Katie reported that Stephanie Elliott has not talked with Surfpro yet, but will as soon as she can. Jessman will drop of the dumpster for the basement clean up tomorrow.

Events: Laura Oram had nothing to present at this time.

Personnel Committee- The committee has met and will further discuss in the executive session.

**IX. New Business**

- A. Part-time library bookkeeping staff position- Katie, Amy and Christine met at NCLS with Susan Mitchell. They discussed about hiring a part-time bookkeeper. Christine thinks this would be a good idea to straighten out the books and support Amy. The position would be best for a couple years and have a yearly renewal. Peggy has given a recommendation for an individual who would be a good fit. Richard Probert made a motion to create a bookkeeping position and for the budget committee to figure out a pay that will fit our budget, seconded by Sharon Dyckes, unanimously passed and carried.
- B. Set date for long range planning work session- The next long range planning work session will be help on November 9<sup>th</sup> at 4:00 pm.
- C. Bake Sale- Barb Kirk stated that Kathy Van Ness will help her will the Election Day bake sale. Barb will call people to back and she asked the board to each bake an item.

**X. Old Business**

- A. Town Funding- Discussed during the budget & finance committee report.
- B. Whooville Staffing- Katie stated that she can do a shift on the 8<sup>th</sup> for the Whooville event. Christine will help with prep. Barb Kirk offered to open and close the building on the 8<sup>th</sup>. We will be decorating spoons with chocolate. 1 dollar per person and push a bag book sale.
- C. Haunted Walk Volunteers- Laura Oram and Christine will be doing the haunted walk. Katie will email Debbie Davis to make sure downstairs has an adult supervisor.

**XI. Executive Session: In session at 6:22 pm, out of session at 6:46 pm**

- XII. Motion by Richard Probert, seconded by Laura Oram to adjourn the meeting at 6:46 pm, unanimously passed and carried.

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XIII. The next HML Board meeting will November 15<sup>th</sup> @ 5:30 pm.