

**HAMLIN COMMUNITY LIBRARY**  
**Board of Trustees Minutes**  
**August 13, 2020**

**Present:** George Waters III, Jacky Gillette, Carol McManus, Deborah Wheeler, Cheryl Hope, Joan Condel, Lynn Scramuzza, Director

**Absent:** Jamie Dileo, Duane Austin

George Waters III called the meeting to order at 6:07 PM. Because of social distancing due to the pandemic, the meeting was held via ZOOM,

**July Minutes:** A motion was made by Jacky Gillette to accept the minutes as presented. Second by Carol McManus **Motion carried**

**Treasurer's Report:** Operating Fund \$41,160.37, Board Discretionary Fund \$1,232,97, Board Building Fund \$99,393.45, Rental Escrow \$800.00, Total \$142,586.79 (approximately \$14,000.00 less than last month)

Vanguard - end of second quarter \$265,000.00 an increase of \$43,000.00 (recovered some of the losses from the first quarter) and equal to amount in account at the end of the third quarter 2019.

990 completed and needs to be signed

Motion to accept the treasurer's report made by Cheryl Hope and seconded by Carol McManus. **Motion carried**

**Director's Report:** A book sale will be held this Saturday from 9:00AM to 1:00PM. The following volunteered: Deborah Wheeler 9 - 1, Joan Condel 10 - 12 and Cheryl Hope 11-1.

Volunteers have been spotty because of the pandemic. Therefore, Lynn has had to use more employees to cover library hours. She is requesting to hire two pages at minimum wage.

Joan Condel made a motion that two pages be hired at minimum wage for Monday, Tuesday, Wednesday and Thursday at two hours each. Maximum hours 12 hours a week at most. Seconded by Cheryl Hope. **Motion carried.**

Lynn is looking into a grant to pay half of the expenses for the elevator. Will try to get at least two quotes.

Will possibly go to summer hours for Thursday and Friday since traffic in the library has been light those days.

Garden project has been very successful and has seen many visitors. One of the bushes has died and Jacky will look into replacing it.

A student at Western Wayne has been updating the library computer plus rebuilding the older computers. He will be using this for his senior project.

**Physical Buildings and Grounds Report :** No report

**WLA** Meeting to be held on August 24th

**Friend's Report:** Because of a conflict of interest, Robin Marhevka will resign from the Hamlin Community Board and remain an officer with Friend's.

After a discussion it was decided that Carol McManus will write a letter to Robin thanking her for her service. A motion was made by Deborah Wheeler and seconded by Cherly Hope that the letter be sent to Robin.

The Memorandum of Understanding was signed successfully by Carolyn Black and Robin Marhevka for Friend's and George Waters III and Jacky Gillette for the library. It will be reviewed annually. An email will be sent explaining how this will work.

Invoices were sent by Robin from 2015 to 2020 in order for the Library to return items that were owned by the Friend's. Carol McManus organized them into a spreadsheet and all that was found was returned.

Any fundraising that will be done by the Friend's needs to be reported to the library board. Transparency of finances must also be reported to the board with a report at the end of the year.

Children's programs are on hold as long as the green phase is in place. Summer reading served fifty-nine children.

**Old Business:** none

**New Business:** board retreat update and new materials have been sent.

Fundraising - Cheryl has been looking into having a movie in the back lot. The board may have to purchase a license for approximately \$300.00 which is good for a year. Possible drive in maybe in mid September with popcorn for sale.

Little Creek previously had a lease for three years. Looking into month to month. George will talk with the owner to find out his plans.

**Motion to adjourn made by Deborah Wheeler and seconded by Cheryl Hope.  
Adjourned 7:08PM**

Respectfully submitted,

Joan Condel, Secretary