

# PAWLING FREE LIBRARY

Board of Trustees  
Minutes of Meeting  
October 1, 2013

**Attendees:** Brian Smith, Janet Prince, Dennis Munnely, Cliff Johnsen, Stephanie McLaughlin, Karen Franco, Tracy Priest (Director)

**Excused:** Verna Carey

**Absent:** Frank Sinisi

Meeting was called to order at 6:45.

A move was made to go into Executive Session. Executive Session ended at 7:05.

**Director:** It was announced that Tracy Priest has tendered her resignation, due to family considerations, effective in several weeks. The Board has reluctantly agreed to accept her resignation. The Search Committee for a new director will consist of Susan Smith, Cliff Johnsen, and Karen Franco.

**Appeal Letter:** The Annual Appeal Letter will be mailed at the end of October. It will be a two-sided letter with photos and quotes. Stephanie will draft the letter with assistance from Doug McDaniel. Brian, Verna, and Janet will determine the logistics of the mailing.

**Long-Range Plan:** A letter will be sent out with results to those who provided community input.

**Holiday Book Sale:** The annual PFL Holiday Book Sale will start, as it did last year, on the evening of the Pawling Tree Lighting, beginning at 5:00 p.m. Dates for the sale are Friday-Sunday, December 6-8. The hours will be the same as last year. Stephanie will create the publicity.

**Maintenance:** Dennis and Janet will review the need for repairs to the Yellow House Annex.

**Adjournment:** Meeting adjourned at 7:45.

Respectfully Submitted: Karen Franco, standing in for Verna Carey, Secretary

**The next meeting will be held October 10, starting at 6:45.**