**PAWLING FREE LIBRARY**

**Board of Trustees**

**Minutes of Meeting**

**Sept. 11, 2014**

**Attendees:**Stephanie McLaughlin, Dennis Munnelly, Janet Prince, Frank Sinisi, Brian Smith and Casey Conlin (Director)

**Excused:** Verna Carey, Karen Franco

**Trustees Emeritus:** George M. Coulter, D.D.S. and Betsy Brockway

Meeting opened at 6:50 with Pledge of Allegiance.

**Minutes of Previous Meeting**: Approved by Brian Smith & 2nd by Stephanie McLaughlin. All in favor.

**Director’s Report:** Casey discussed circulation trends. Stephanie suggested an emphasis onNon-fiction**.** Casey is using Facebook as a low cost idea to increase library exposure.The info is being picked up by Pawling News. Christy Parker is filling in for Karen, with the possibility of staying on after Karen' return to help with the Children's Program. Report approved by Brian Smith and 2nd by Janet Prince.

Motion made by Brian Smith to appoint Christy Parker to the position of part-time Children's Program Coordinator and 2nd by Stephanie McLaughlin. All in favor.

**Treasurer’s Report:** Janet presented treasurer's report. Brian Smith made motion to accept the report & 2nd by Dennis Munnelly. All in favor.

**Old Business:**

**Public Relations:** Annual Appeal – Appeal to be completed by 10/15 and mailed out by 10/31. Friends group will be mentioned. Brian is looking for ideas for fundraising dinner to honor the Daniels. Dinner to be held in April 2015.

**New Business:**

Met with potential Board member Nick Robertshaw. Brian asked Nick to fill out an application for board member.

Brian discussed the need to update Personnel policy concerning conflict of interest, and whistle blowers. Casey discussed the need for an incident report for disciplinary situations.

**Friend’s Group:** Sue Smith and Kathleen Thomsen discussed the need for a new name for the group. Casey suggested PALS. Brian would like each board member to take books up to Wingdale storage, which works out to one time every 8 weeks. More members are needed. The group would oversee boxing and transportation of books and would also run the Christmas book sale.

Brian discussed the possibility of Saturday morning meeting as opposed to having a later start time at night.

Meeting Adjourned at 8:30 with motion by Brian Smith and 2nd by Janet Prince.

Respectfully Submitted by: Dennis Munnelly,

**Next meeting is scheduled for Oct. 9, 2014.**