**PAWLING FREE LIBRARY**

**Board of Trustees**

**Minutes of Meeting**

**October 13, 2016**

**Attendees:**  Verna Carey, Karen Franco ,Cliff Johnsen, Stephanie McLaughlin, Nick Robertshaw, Frank Sinisi, Brian Smith, Susan Stone, and Brian Avery (new Director)

**Excused:** Dennis Munnelly, David Potter

**Absent:** Frank Sinisi

Meeting opened at 6:45 p.m.

**Minutes of Previous Meeting**: Motion to approve by Brian Smith and 2nd by Susan Stone. All in favor.

**Director’s Report:** Brian Avery indicated that repairs are yet to be made in children’s area. Al Thomsen brought in a price quote for repairs and now just have to wait for adjuster’s approval. Things should be resolved rather quickly now. Also Brian Avery told us that Lyn Lavalle, who has been very ill, would like to come back to work at least one day a week. Brian is trying to work things out for her and the library. Brian mentioned that PTO for staff will expire 5/31/16, for those that had to fill in for Lyn during her illness.

**Treasurer’s Report**: The report has been sent to file. At this point in the meeting we went into Executive Session to discuss personnel matters.

**Executive Session:**

 Brian Smith made the motion that we go into Exec. Session with a 2nd by Verna Carey.

Federal Law has changed regarding overtime. Overtime must now be paid after December 1, 2016. Because of the very long hours that Miss Karen works, we are giving her a 4% raise per annum to compensate for all the long hours she works. This raise will become effective Nov. 2016, which includes December 1, 2016. A motion was made for this change by Brian Smith and 2nd by Nick Robertshaw. All in favor

A motion was made by Brian Smith and 2nd by Stephanie McLaughlin that we go out of Exec. Session. All in favor

**Public Relations:**

**Chamber Mtg.:** Discussion re: upcoming meeting with Chamber of Commerce to introduce our new Director and to show the Chamber the library and mention our plans for expansion. We discussed food, beverages, etc. Whatever is necessary to make this a successful evening.

**Book Sale:** Our Xmas sale will commence with the Chamber tree lighting on Dec. 2nd at 4:00 p.m. and continue all day Saturday and until 3:00 p.m. on Sun. Everyone is asked to help set up and break down. Mr. & Mrs. Santa will be in the library to greet the children. There will be cookies and cider available in the yellow house.

**Old Business:**

**Public Relations:**

Our fund raising person has told us that 26 letters, regarding our expansion, have been sent to prospective donors. We will await responses.

A motion to adjourn @ 7:40 by Brian Smith and 2nd by Stephanie McLaughlin.

Respectfully Submitted by: Verna Carey, Sec’y.

**Next meeting December 8, at 6:45 p.m.**