

PAWLING FREE LIBRARY

Board of Trustees
Minutes of Meeting
February 24, 2014

Attendees: Verna Carey, Karen Franco Cliff Johnson, Stephanie McLaughlin, Dennis Munnely, Janet Prince, Brian Smith and Casey Conlin (director) **Absent:** Frank Sinisi

Trustees Emeritus: Dr. George M. Coulter and Betsy Brockway

Meeting was called to order @ 6:45 p.m. w/ the pledge of allegiance.

Minutes of Previous Meeting: Motion made by Brian for approval and 2nd by Stephanie. All in favor.

NEW BUSINESS:

At this point in the meeting we skyped with Julia Marshall, Architect regarding our expansion project, so that all the trustees had an opportunity to ask her any questions they might have, and information she could provide us, such as:

Julia: How many people do we provide for in library?

Where are libraries trending?

Would come down and meet with the staff, director and Bd. of Trustees to see what they are looking for in the expansion.

Would come visit library to see how it operates and how things are done.

Will need a survey of the property.

Project can be done in phases, as we have the funds to go forward.

The person in charge of the project would be a "Clerk of the Works" He/She would be on site when job goes out to bid. He/She would be hired at the beginning of negotiations and Proj. Mgr. will be the Contractor.

We have to prepare a Master Plan which will take a number of weeks. Could take months (even a couple of years) to get started. Project could go as long as 12 years with fund raising and applying for grant money.

Our soft costs would be the cost of moving books to portable location.

(At this point trustees were asked if they had any questions, of which several did).

Upon completion of our visit with Julia, Brian made a motion to accept Julia Marshall as the Architect for our expansion with Karen Franco seconding motion. All were in favor with the exception of Frank, who was absent.

Upon the acceptance of an Architect, a discussion followed re: hiring a grant writer. We also remember our Trustee Emeritus Betsy Brockway saying she would help with grant writing so will follow up on that

Director's Report: In addition to his report, Casey indicated he will be purchasing new computers thru Mid Hudson Library System and he would like to change our Tech Support to them as well. We are looking for a way to re-cycle computers that we are replacing

Treasurer's Report: Accepted as presented with a motion by Brian and a 2nd by Dennis. All in favor.

OLD BUSINESS:

Buildings & Grounds: Casey talked about the serious ice problems by the side door, with water dripping and freezing and some coming in under door. Dennis and Verna will look into this.

Public Relations: Annual Report will go out in May along with a newsletter.

Appalachian Trail is on hold due to the very harsh winter.

Memorial Garden: Brian is looking into re-grading. Has a Landscaper as a client. Will consult with him.

Meeting adjourned with motion by Brian and 2nd by Karen.

Respectfully Submitted by: Verna Carey, Secretary

Next Meeting March 13, 2014