**PAWLING FREE LIBRARY**

**Board of Trustees**

**Minutes of Meeting**

**January 12, 2017**

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

**Absent:** Brian Smith

**Trustee Emeritus:** Betsy Brockway

**Call to order:** Meeting was called to orderat 6:48.

**Minutes of Previous Meeting**: Motion to approve by Stephanie & 2nd by Susan. All in favor.

**Director’s Report:**A copy of the report was provided to all trustees. Items discussed were:

* The hiring of two new staff members. Kate Lambert is the new Teen Program Coordinator. Alyssa Gibson is a new library clerk.
* A very generous donation was received which will permit the monthly purchase of $500 worth of books through the Book Cove.

Move to approve the director’s report by Stephanie and 2nd by Nick. All in favor.

**Treasurer’s Report:** A copy of the report was provided to all trustees. Move to approve the director’s report by Stephanie and 2nd by Verna. All in favor.

**Public Relations:**

1. Feasibility Study Update. The case for support will go out by the end of January to the top-tier list of potential donors.
2. Annual Appeal Update. Approximately $14,000 in annual appeal donations have been received so far. A discussion of the best month to send out annual appeal.
3. A discussion of the need to continue building a database of library patron emails.

**New Business:**

1. Annual Book Sale. Book sale committee will meet Jan. 28, 9:00, at Verna’s house to discuss venue options.
2. Library Committees Update:
	* Booksale: Karen, Verna, Nick, Stephanie, Susan Smith\*, David Potter\*
	* Buildings and Grounds: Verna, Frank, Dennis, Stephanie
	* Finance: Nick, Brian A\*, Stephanie
	* Long-range planning: all trustees
	* Personnel: Susan Stone, Susan Smith\*, Nick, Dennis, Stephanie
	* Policies: Cliff, Brian S, Frank, Stephanie
	* Public Relations: Susan, Stephanie, Brian A\*

\*non-trustee volunteers

A motion was made by Stephanie, 2nd by Verna, to go into executive session to discuss personnel issues. No resolutions.

Motion to adjourn by Stephanie, 2nd by Nick. Meeting adjourned at 7:52.

Respectfully submitted by:  Karen Franco, Secretary

**Next Meeting February 9, 2017 @ 6:45 p.m.**