**PAWLING FREE LIBRARY**

**Board of Trustees**

**Minutes of Meeting**

**August 10, 2017**

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

**Absent:** Cliff Johnsen, Verna Carey

**Call to order:** Meeting was called to orderat 6:45.

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

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

* Guest pass for using computers in the library if person does not have a library card. Should the pass require a photo ID? Should there be a $1 charge for a guest pass? Consensus is that we will not charge for or require photo ID for a guest pass. Policy will need to be rewritten.
* Public complaint about the noise level when teens or tweens play games on the library computers. Staff have tried to control the problem by repeatedly asking for noise level to be kept down. Ultimate solution will be expansion of the library with a separate space for teen computer use.

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

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

* The Library is in good shape in terms of year-to-date expenses.
* The Library has received an endowment of $25,000 which will need to be invested. Discussion re managed vs. passive investment.

Move to file.

**Public Relations:**

1. Feasibility Study Update. A report will be provided at the September meeting.
2. Annual Appeal Letter.

**New Business:**

Personnel Committee Update.

* + The Employee Handbook has been updated and will be circulated to the Board prior to the September meeting.
	+ Personnel Committee will meet with an insurance broker re employee health insurance.
	+ Customer service training for the staff.
	+ New staff member needed for Sunday coverage.

Motion to adjourn by Stephanie, 2nd by Karen. Meeting adjourned at 8:08.

Respectfully submitted by:  Karen Franco, Secretary

**Next Meeting September 14, 2017 @ 6:45 p.m.**