**PAWLING FREE LIBRARY**

**Board of Trustees**

**Minutes of Meeting**

**September 14, 2017**

**Attendees:** Verna Carey, Nick Robertshaw, Brian Smith, Karen Franco, Dennis Munnelly, and Brian Avery (Director)

**Absent:** Stephanie McLaughlin, Frank Sinisi, Susan Stone, Cliff Johnsen

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

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

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

* Proposal for using the Bullet Aid money.
* Noise level has gone down, but patron complaints about noise continue. Possibility of installing individual carrels for computer users discussed.
* Teen activities tend to be loud. Discussion of re-arrangement options for teen activity area.
* Daniel Newton has been hired as a part-time employee. Board voted to approve his hiring.

Move to approve the director’s report by Brian S. and 2nd by Verna. All in favor.

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

* Expenses are down 4% compared to this time last year.
* Cash on hand is the same as last year.

Move to file.

**Public Relations:** Annual Appeal Letter. Goal is to get it mailed in October.

**New Business:** Personnel Committee Update:

* The Staff Member Handbook was revised 9/2017. Trustees have reviewed the new text. Move to approve the revised handbook by Karen, 2nd by Brian S. All in favor.
* Health Insurance. Personnel committee is exploring various options.
* Paid family leave is mandated by the State. Motion to make family leave deduction as of January 1, with a 90-day-notice to all employees. Motion by Verna, 2nd by Nick. All in favor.

Motion to adjourn by Verna, 2nd by Karen. Meeting adjourned at 7:40.

Respectfully submitted by:  Karen Franco, Secretary

**Next Meeting October 12, 2017 @ 6:45 p.m.**