

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**November 9, 2017**

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

**Absent with leave:** Dennis Munnely

**Call to order:** Meeting was called to order at 6:55.

**Minutes of Previous Meeting:** Motion to approve by Frank & 2<sup>nd</sup> by Brian. All in favor.

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

- Goal to have the new long-range plan ready by February meeting
- Statistics on usage of library wifi by patrons
- October program attendance up this year compared to last year

Move to approve the director's report by Stephanie and 2<sup>nd</sup> by Susan. All in favor.

**Treasurer's Report:** There will be a budget meeting on Nov. 29<sup>th</sup>. Budget for 2018 will be voted on at the December meeting. A copy of the October report was provided to all trustees. Move to file.

**Public Relations:**

- a. Annual Appeal Letter. The letter went out about two weeks ago.
- b. Holiday Book Sale.
  - a. Add holiday book sale to library calendar. Dates are December 1, 2, 3. Hours to be determined.
  - b. Book sale committee meeting 11:00 on Sat, Nov 11.
  - c. Committee will provide Susan with details for publicity.
  - d. Committee will update the Board re need for help.

**Feasibility Study:**

Next steps:

- a. A reception at the library will be held in early January for all people who participated in the study.
- b. Hosted community gatherings to discuss the role of the Pawling Library in the 21<sup>st</sup> century will be organized.

A motion to enter executive session to discuss personnel policy was made by Stephanie, seconded by Brian. All in favor.

A vote was taken in executive session on this motion: The Board approves the new Pawling Library health care plan as proposed by the Personnel Committee, effective December 1, 2017. All in favor.

The Board came out of executive session.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Brian. Meeting adjourned at 8:45.

Respectfully submitted by: Karen Franco, Secretary

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