

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
December 14, 2017

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

Absent: Dennis Munnely, Cliff Johnsen

Call to order: Meeting was called to order at 6:45.

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:

- We have new Library Parking signs to put in front of the Library Annex. Unauthorized cars will be towed.
- Human Library Project: volunteers wanted.
- American Museum of Natural History passes: Since these passes are limited, should they be open to all Mid-Hudson library card holders or just to Pawling residents? Brian will research what other Mid-Hudson libraries are doing.

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

Treasurer's Report:

- Proposed 2018 Budget was presented. New budget shows a \$39,848 deficit.
- The capital budget will include expenses this year for new computers, new furniture, and electrical work for the sound-mitigating Teen Room.
- In addition, the budget includes an amount for a professional consultant to assist with a 414.
- The Library received a \$25,000 endowment this year. Proposal to set up a Vanguard account to handle all endowment funds by Stephanie, second by Nick. All in favor.

New Business:

- a. Amendment to Employee Handbook. An amendment to the Employee Handbook re PTO was proposed by Stephanie and second by Susan. All in favor. Text of amendment is attached.
- b. Long-Range Plan. The Long-Range Plan must be completed prior to the Board's February meeting. First meeting to discuss the long-range plan will be December 29 at 9:00 a.m.

- c. Days Closed for 2018. The proposed change from 2017 is to add one extra day, viz., Sunday, May 27th. Proposed by Nick, second by Verna. All in favor.
- d. Book Sale 2018. Possible venues were discussed. Sue and Stephanie will approach the Town re possible use of the Lathrop Center for May book sale.
- e. Newspaper Storage. Currently, the Library's collection of the *Pawling Chronicle*, originally donated by Ross Daniels, is in climate-controlled storage, costing \$90/month. Brian will contact former director Scott Jarzombek about what has already been digitized.
- f. Conflict of Interest Form. Tabled for next meeting.

Move to go into executive session by Stephanie, second by Brian S. All in favor.
Move to exit executive session by Stephanie, second by Brian S. All in favor.

A motion to approve the 2018 Operational Budget as presented, was made by Nick, second by Brian S. All in favor.

Holiday gifts to staff were discussed.

Motion to adjourn by Stephanie, 2nd by Frank. Meeting adjourned at 8:40.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting January 11, 2018 @ 6:45 p.m.

Handbook revision:

At the discretion of the library director, part-time and part-time regular employees may be granted permission to generate a negative PTO balance for one pay period.

In cases of medical and family emergencies, part-time and part-time regular employees may be granted permission to generate a larger negative PTO balance. This balance will be no more than two thirds ($2/3$) of the based projection of accrued PTO for the remainder of that calendar year. If the emergency occurs within the last eight weeks of the year, the board will also consider requests that exceed the two thirds projection. All petitions must be requested in writing and submitted for approval by the Library Director and Board of Trustees. The Library Director and Board of Trustees will use their own discretion regarding the best interests of the library when determining whether to grant permission to generate a negative PTO balance. Approval may be granted by the consensus of the Personnel Committee of the board and does not require a vote from the full Board of Trustees.

In cases of medical and family emergencies, full-time employees may request permission to take unpaid leave or to use PTO from the following calendar year within the current calendar year. This balance will be no more than one half ($1/2$) of the projected PTO which the employee is scheduled to receive in the coming year. All petitions must be requested in writing and submitted for approval by the Library Director and Board of Trustees. The Library Director and Board of Trustees will use their own discretion regarding the best interests of the library when determining whether to grant permission to generate a negative PTO balance. Approval may be granted by the consensus of the Personnel Committee of the board and does not require a vote from the full Board of Trustees.