

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**July 12, 2018**

**Attendees:** Stephanie McLaughlin, Verna Carey, Nick Robertshaw, Brian Smith, Susan Stone, Dennis Munnely, Amy Emke, and Brian Avery (Director)

**Absent:** Karen Franco

**Call to order:** Meeting was called to order at 6:49.

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

**Resignation.** Frank Sinisi announced his decision to resign from the Board due to a lack of time. Frank has served on the Board for 9 years and his service has been appreciated. He will submit a formal letter of resignation, and has generously offered to continue to advise the Board as needed.

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

- The Board needs to assure responsible stewardship of funds (received from construction grant that Brian A. is applying for). Stephanie made a motion for the Board to accept this responsibility. Brian S. seconded. All in favor. Stephanie signed the document. Brian A. will provide a copy to the Secretary.
- Repair of Blacktop. The patch has been made to the blacktop in the Library parking area. Bill has been received from Ralph Burdick.
- Incident Report. All aspects are being dealt with successfully by Brian A.
- Whaley Lake. We need some programs once or twice a year at their location. Any programming there will imply additional cost.
- Old files. Need to purge old files (financial) and outdated programming files.

Stephanie made a motion to accept the Director's Report, Amy 2<sup>nd</sup>, all in favor.

**Treasurer's Report:**

- The audit has been completed, sent to the Finance Committee, and will be posted on the website.
- Treasurer's Report move to file.

**New Business:**

- a. **Donaldson Grant.** Susan has sent out thank you's to all players. A personal note has gone out to our sponsor. Appropriate publicity was discussed.

- b. **414 Vote:** Topics discussed were the number of signatures collected and the possibility of post card mailings (two seems the best number).
- c. **Buildings and Grounds.** Topics discussed were: deposit for the teen space construction; possible dedication of the teen space; ways of darkening the Annex during the Monday Matinee; need to remove the dead tree on side of Annex.
- d. **Policy Committee.** The Policy Book needs to be updated. Revised sections will be sent out to the Board members for review prior to vote.
- e. **Special Events Committee.** Committee met to discuss a 90<sup>th</sup> Anniversary Celebration. An event in winter could be coordinated with the Valentine's Day celebration (Love the Library). Venues are being explored.
- f. **Book Sale.** The fire house will be contacted in January to secure venue for the book sale.

Stephanie made the motion to adjourn. Verna 2<sup>nd</sup>. Meeting adjourned at 8:32.

Respectfully submitted by: Karen Franco, Secretary, based on notes taken by Susan Stone.

**Next Meeting: August 9, 2018 @ 6:45 p.m.**


**ASSURANCES: State Aid for Library Construction Program**

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10\*\* years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Pauline Free Library Library at a legal meeting on July 12, 2018.

Signature of President, Library Board of Trustees: 

Name of President (type or print): Stephanie McLaughlin