

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
March 14, 2019

Attendees: Stephanie McLaughlin, Nick Robertshaw, Susan Stone, Karen Franco, Dennis Munnely, Amy Emke, Heather Fidler, and Brian Avery (Director)

Absent: Brian Smith, Megan Burlington

Call to order: Meeting was called to order at 6:48.

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

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

- Stephanie made a motion to approve the hiring of Terry Konrath. 2nd by Susan. All in favor.
- Stephanie made a motion to file a D.B.A. (Doing Business As) so the library may be known as either the Pawling Library or the Pawling Free Library. 2nd by Susan. All in favor.
- Tentative date for the beginning of the Mid-Hudson auto-renewal program is May 1. With this program, most materials on loan will be automatically renewed on the due date if there is no request for the item from another patron. Individual libraries may opt in or opt out of this program. Stephanie made a motion for Pawling Library to opt in to the auto-renewal program. 2nd by Amy. All in favor.
- Stephanie made a motion to increase the cost of patron printing in the library from 10 cents to 15 cents a page. 2nd by Susan. All in favor.

Move 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. Move to file.

New Business:

- a. Approval of State Report. Stephanie made a motion to approve the State Report. 2nd by Nick. All in favor. The State Report has been submitted to Mid-Hudson.
- b. Annual Book Sale. Local authors will be invited for book signing during the Sale.
- c. Personnel Committee Update. The Personnel Committee met to discuss the YA position. A summer assistant will be hired. A spring temporary assistant (7 hours a week) for children's programming will also be hired.
- d. Policy Committee Update.

- It was agreed that it is Best Practice for the Pawling Library that there always be two library employees present whenever the Library is open.
 - Stephanie made a motion to approve the changes to the Policy Manual recommended by the Policy Committee. 2nd by Amy. All in favor.
 - Stephanie made a motion to approve the Projector Loan Agreement. 2nd by Susan. All in favor.
 - Stephanie made a motion to approve the Patron Objection Policy. 2nd by Heather. All in favor.
 - Stephanie made a motion to approve the Teen Space Rules. 2nd by Dennis. All in favor
- e. Public Relations/Events Committee Update. Several community leaders have volunteered to be on the Library Centennial Celebration Committee. The first meeting of the committee will be in May.
- f. Board Development.
- Stephanie made a motion to amend two paragraphs of the Pawling Free Library Board of Trustees Bylaws to read as follows:
 - i. Governance §1.B: *The Board of Trustees shall consist of 11 members. Trustees shall be adults residing or owning property within the geophysical limits of the library district, who shall hold a term of 5 years from the date of appointment by the board.*
 - ii. Governance §1.C: Whereas the charter of the Pawling Free Library permits a board consisting of no fewer than seven members and no more than fifteen, the Board of Trustees may amend its bylaws to set the size of the board at any exact number of trustees which falls within the range established by law and charter.

The motion was 2nd by Heather. All in favor.
 - Virginia West has submitted a Board of Trustees Application. Stephanie made a motion to appoint Virginia West to the Board. 2nd by Amy. All in favor.
 - Trustee Education Workshops are available through the Mid-Hudson Library System.
- g. May 9th Meeting Conflict. Tentative date for the May Board Meeting is May 2.

Motion to adjourn by Stephanie, 2nd by Karen. Meeting adjourned at 8:20.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting April 11, 2019 @ 6:45 p.m.