

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
May 7, 2019

Attendees: Stephanie McLaughlin, Nick Robertshaw, Brian Smith, Susan Stone, Karen Franco, Heather Fidler, Megan Burlington, Virginia West, Dennis Munnely, and Brian Avery (Director)

Absent: Amy Emke

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.

- Move to approve the hiring of Phil Prout as Young Adult Program Coordinator and Tom Clemmons as Circulation Supervisor, by Stephanie and 2nd by Nick. All in favor.
- Move to approve the Annual Report to the Community by Stephanie and 2nd by Heather. All in favor.
- Move to approve the director's report by Stephanie and 2nd by Megan. All in favor.

Treasurer's Report: A copy of the report was provided to all trustees. Move to file.

New Business:

- a. Annual Book Sale. Deb Barnett reported on the status of the preparations for the book sale. Book sale set up will take place Thursday and Friday May 30-31. The book sale will be held during two weekends, June 1-2 and June 8-9, at Lakeside Park. There will be a number of food vendors. H.G. Page is donating the pallets needed for shipping the leftover books to Better World Books. The Interact Club plans to take the leftover children's books.
- b. Buildings and Grounds Committee Update. A State Construction Grant application, to be submitted in August, was discussed. Committee is considering the removal of the old underground oil tank and the possible conversion to propane as the construction project.
 - Move to apply for a State Construction Grant this calendar year, by Stephanie, 2nd by Brian S. All in favor.
- c. Personnel Committee Update. Committee recommends a change in Paid Time Off (PTO) policy so that the employee is eligible for the full 15 days of PTO after two years instead of after five years.

- Move to amend the Staff Member Handbook to read: “After two full anniversary years and each year thereafter, you shall be entitled to fifteen days of PTO annually” by Stephanie, 2nd by Susan. All in favor.
 - As best practice we have agreed that the Library will make available, upon request, a second staff member for any after-hours programming.
- d. Summer Meetings. Trustees should check their schedules to determine their availability for meetings during the summer months.

The Board would like to thank Trinity Pawling School for their generosity in making a meeting room available for this Board Meeting, as the Library Annex was not available.

Motion to adjourn by Stephanie, 2nd by Virginia. Meeting adjourned at 8:06.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting June 13, 2019 @ 6:45 p.m.