PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
June 13, 2019

Attendees: Stephanie McLaughlin, Nick Robertshaw, Brian Smith, Karen Franco, Amy Emke, Heather Fidler, Megan Burlington, Virginia West, and Brian Avery (Director)

Absent: Dennis Munnelly, Susan Stone

Call to order: Meeting was called to order at 6:47.

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

Director's Report: A copy of the report was provided to all trustees. Items discussed were:
- Sexual harassment training is required by New York State. This will apply to both Library employees and Board members.
- Stephanie made a motion to adopt Lola the Owl as the Library's official mascot, 2nd by Megan. All in favor.
- A local filmmaker is creating a promotional video about the Library.
- Streaming videos will soon be added to the Mid-Hudson online catalog. To provide access to streaming video for Pawling Library cardholders will incur considerable cost to the Library.
- Fees paid by the Library to Mid-Hudson will increase by 1 percent in 2020.
- Stephanie made a motion to choose Phil Prout as the applicant for the Mid-Hudson Library System scholarship to attend the NYLA Conference. 2nd by Amy. All in favor.
- Library cards expire every three years. Patrons will be sent reminder postcards when their card is about to expire.

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

Treasurer's Report:
- Nick made a motion to approve the Pawling Free Library Investment Policies for Endowments (attached) as required by the law and auditors. 2nd by Brian S. All in favor.
- A copy of the report was provided to all trustees. Move to file.

New Business:
1. Report on Annual Book Sale.
   - A special thank you to Deb Barnett for chairing the 2019 Annual Book Sale and doing a tremendous job.

- Sales were up 12 percent over last year. Total sales were $13,700. Expenses were $4700.
- Need to start a database of volunteers. There were insufficient volunteers for set up, though there were sufficient for breakdown.

2. Buildings and Grounds Committee Update.
   - Exterior siding of Annex needs to be power-washed.
   - Carpet in both buildings will be cleaned this month.
   - Prioritized projects are:
     i. Creation of additional parking
     ii. Removal and conversion of buried oil tank
     iii. Handicap-accessible bathroom(s)
     iv. Upgrade Annex for programming use
     v. Expansion of facilities
   - Stephanie made a motion to approve the 2019 Facilities Plan (attached). 2nd by Megan. All in favor.

3. Special Events Committee Report.
   - There are currently 12 members on the Centennial Planning Committee. First meeting has been held.
   - Two big events will be planned for the Library Centennial in 2021. One will tentatively be a gala with a silent auction. The other event could be a community celebration.

4. Summer Meeting – August conflict. Stephanie made a motion to cancel the August Board meeting due to scheduling conflicts. 2nd by Virginia. All in favor.

Motion to adjourn by Stephanie, 2nd by Karen. Meeting adjourned at 8:07.

Respectfully submitted by: Karen Franco, Secretary

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

PAWLING FREE LIBRARY INVESTMENT POLICIES FOR ENDOWMENTS

1. Return Objectives and Risk Parameters. The Pawling Free Library has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding, while attempting to increase the value of the endowment assets. Under this policy, as approved by the Board of Trustees, the endowment assets are invested in a manner that is intended to provide results that exceed or mirror the price and yield results of the S and P 500 index while assuming a moderate level of investment risk. The Pawling Free Library expects its endowment funds, over time, to provide an average rate of return of approximately six per cent annually. Actual returns in any given year may vary from this amount.

2. Strategies employed for achieving objectives. To satisfy its long-term rate of return objectives The Pawling Free Library relies on a total return strategy, in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends), The Pawling Free Library targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term objectives with prudent risk constraints.

3. Spending Policy. The Pawling Free Library invests its endowment funds and allocates the related earnings for expenditure in accordance with the total return policy concept. The endowment usage is determined in accordance with the policy adopted by the Pawling free Library. This policy fixes the spending range of endowment total return between 4.5% and 5.5%.of the average fair value of the assets since the inception of the endowment or the previous twelve quarters, whichever period is the shortest, with the objective being to hold the spending rate to no more than 5% average over time. Applicable endowments include donor-designated and Board- designated endowment funds.

Facility Plan 2019

Useful Life Maintenance & Replacement Schedule

System/Equipment	Age	Preventative Maintenance Schedule	Date of Recent Maintenance	Replacement Schedule	Service Contact
Air conditioning	7/18/2010	Annually:- Clean and service professionally, have thermostats checked and programmed Bimonthly: change filters	2/2018		Can Tassel (A.C. Service (845-877-1455)
Alarm System		As needed	10/2013		Safeco (845-338-4440)
Exterior / Siding		Yearly, have siding power-washed.	8/2014		George Apap Painting (845-878-3444)
Flooring	12/2012	Yearly, have carpets professionally cleaned.	10/2017	2021	Royalty Carpet (845-831-4774)
Furnace / Oil Tank		As needed	8/2017		Bottini (Heat & Fuel) (845-297-5580)
Plumbing . Sewer		Twice a year - Check for leaks: faucets, hoses, spigots, drains. Clean: aerators, drains. Quarterly - Add 3 bags of salt to water softener. Library and Annex are part of municipal sewer.	5/2019		Fountain Plumbing (845-855-0286)
Roof		Twice a year and after severe weather - Inspect metal flashing and	10/2019		Al Thomsen (845-656-4196)

		sealants. Clean debris from roof and gutters.			
Wiring / Electric		As needed: replace bulbs, ballasts, fixtures, or wires	12/2018		Frank LaBarbara (845) 855-1929

Assessments & Projects

- ❑ Safety & Code Compliance
  - ▪ Fire code compliance was achieved in 2017. No other known code issues remain.
  - ▪ The annex alcove, and library mechanical room are currently used for storage. This represents a potential safety issue. Storage considerations will not be addressed until a course of action is fixed on the expansion plan.
- ❑ Accessibility
  - ▪ The library's bathroom is not handicap accessible
  - ▪ The second floor of the library annex can only be reached by stairs.
- ❑ Energy Conservation
  - ▪ The library and annex building are heated using an oil system. The library would prefer to switch one or both buildings to a more energy-efficient solution
- ❑ Space Needs
  - ▪ Lack of parking is a consistent barrier to library access.
  - ▪ Additions to our existing slate of programs and events are limited by the shortage of programming space.
  - ▪ There is only one toilet per building.
  - ▪ Book sorting room fills up regularly, making it difficult to store additional donations safely.
  - ▪ Staff space is tight, and there is no staff break room or restroom.
  - ▪ The annex is a converted house, not optimized for library use

Prioritized projects

1) Creation of additional parking
2) Removal and conversion of buried oil tank
3) Handicap-accessible bathroom(s)
4) Upgrade annex for programming use
5) Expansion
   - Recommendation from Danosky & Associates is to delay expansion until donor climate is more favorable.
   - Add second floor to main library building to increase space for:
     i. children's collection and programming space
     ii. young adult collection and programming space
     iii. shared, multi-use programming space
     iv. quiet work space