

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**July 11, 2019**

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

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

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

**Personnel Business:** A possible conflict of interest was discussed, but determined not to be an issue. Brian S. made a motion to appoint Susannah Smith as a lead intern, second by Amy. All in favor. Stephanie made a motion to appoint Thomas Bellucci, Danielle Chu, Ananya Govindarajan, Angela Hill, Alex Santana, Christopher Schmidt, and Julia Zoeller as lead interns. Second by Brian S. All in favor.

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

- Brian Avery has done a survey of streaming services in other libraries.
- Library internet access was down for a full day on July 9. Problem has been resolved.

Move to approve the director's report by Stephanie and 2<sup>nd</sup> by Susan. All in favor.

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

- Nick made a resolution as to the M&T Bank Official Resolution (attached) to set up a new savings account for the Pawling Free Library. 2<sup>nd</sup> by Brian S. All in favor.

**New Business:**

- a. Buildings & Grounds Committee Update.
  - Committee recommends replacing the in-ground oil tank with an above-ground oil tank rather than switching to propane.
- b. Policy Committee Update.
  - Stephanie made a motion to approve the Copyright Policy and the Disposition of Surplus Property Policy (attached). 2<sup>nd</sup> by Heather. All in favor.
- c. Public Relations.
  - Many thanks to Senator Pete Harckham for helping Pawling Library receive \$13,889 in Bullet Aid money from the State Budget. We are

one of six libraries in Harckham's district selected to receive Bullet Aid.

- Many thanks to Putnam County Savings Bank for giving Pawling Library a grant of \$1,121 to replace and upgrade the temporary seating in the children's area which is used for Kids Programs.

d. 2021 Centennial Celebration.

- The original Library Charter was signed in May of 1921.
- The Pawling Rotary Club will make the Library its honored not-for-profit at its Fall Festival in 2021.
- Venues for the Gala continue to be explored.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Virginia. Meeting adjourned at 7:55.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting: September 12, 2019 @ 6:45 p.m.**

## Copyright Policy

The Pawling Free Library complies with federal copyright law (Title 17, U.S. Code). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not those works have been published.

However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of fair use ([section 107](#)), library patrons may copy or print parts of copyrighted works for limited, non-profit educational purposes. Copying that would replace or infringe upon a commercial sale of a copyrighted work (such as copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

The library provides coin-operated photocopy machines and networked printers for the convenience and lawful use by its patrons. While library staff members act in good faith, they cannot be liable for the acts of individual patrons using library materials or equipment.

Beyond those stipulated by the law, the Library places no restrictions on the photocopying of library materials by patrons, except in cases where fragile materials may be damaged during the photocopying process.

While library computers may be used for the downloading, copying, and distribution of digital materials, the staff will not intentionally engage in or assist patrons with digital piracy.

In the course of their work, library staff seek to adhere to the tenets of Title 17 and will not knowingly fulfill patron requests that constitute violations of copyright law. Ultimately, however, the burden of copyright compliance falls on the library user rather than the staff member. As such, the Pawling Library disclaims any responsibility to inquire proactively into the intended use of copyrighted materials by library users.

## **Disposition of Surplus Property**

Surplus property is defined as any personal or real property owned by the Library that is no longer needed for the provision of library services.

Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of at the discretion of the Library Director by the most appropriate and cost-effective method. Surplus items that could neither be sold nor donated will be turned over for recycling if possible and economically feasible. The donation of surplus equipment to other local educational, charitable, social services, or to other libraries is encouraged. The Library Director is authorized to approve such donations on a case-by-case basis.

All furniture, fixtures, and equipment with a value of more than \$1,000 per item may only be disposed of per a vote of the Library's Board of Trustees.