

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
October 10, 2019

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

Absent: Brian Smith, Susan Stone

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

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

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

- MHLS Annual Meeting is on October 25. Brian Avery will attend.
- Stephanie made a motion to approve the Dutchess County Grant Proposal. 2nd by Nick. All in favor.
- Stephanie made a motion to accept the organizational flow chart. 2nd by Amy. All in favor.
- Ideas for a grant proposal to the Community Foundation were discussed.
- Hiring an HR consultant to do a Human Resources audit was discussed.
- Compliance with Open Meetings law was discussed.

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

Treasurer's Report: The following was discussed:

- The Annual Appeal is planned for mid-November.
- The Employee Handbook will be amended to make it clear that employees can select health insurance options a la carte.
- A copy of the report was provided to all trustees. Move to file.

New Business:

1. Buildings & Grounds Committee Update.
 - A project to construct parking spaces on the west side of the Annex was discussed.
 - Improvements to the Annex interior were discussed, particularly flooring and blackout shades.
2. Public Relations.
 - Brian Avery has shown the library promo videos at a Town Board Meeting. They were well received.
3. Holiday Book Sale.
 - The Holiday Sale will be Dec 6-8.

- Sale set-up will take place on Thursday afternoon, Dec 5. Break down will be Sunday afternoon.
4. 2021 Celebration.
- The Library Centennial Gala will be held at The Links on May 22, 2021. There will be 1920s theme.

Motion to adjourn by Stephanie, 2nd by Karen. Meeting adjourned at 8:02.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting November 14, 2019 @ 6:45 p.m.