

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

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

Absent: Karen Franco

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

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

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

- Staff member Lyn Lavallee has resigned. Brian A. is recruiting to fill her position. The Board will send her a gift thanking her for her years of service. Motion made to formally commend her for her excellent service to the library which was seconded by all present and unanimously approved.
- Pawling Community Foundation is granting the library \$500 toward streaming services. A thank you from Brian A. and Stephanie will be sent out.
- Jean of Human Resources On the Move has visited the Library and will make recommendations. Personnel committee will meet to review her notes.
- Days closed for 2020. Motion by Stephanie, Susan 2nd, to maintain same closure schedule as for 2019. Passed.
- Census: The census organizers have requested a table in the library to attract possible employees for the 2020 Census. Discussion ensued. There was concern about limited space. Brian A. will decide.

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

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

- Health Insurance: There will be a 10% increase if we stay with current coverage beginning on 12/1. Motion by Stephanie, Virginia 2nd, for coverage to remain the same for health care, dental, and AFLAC for the coming year. Approved.

- Pawling Library Foundation: Papers are still in storage. The Foundation was never formally dissolved. Organizational papers should be retained. All funds have been properly disposed of.
- Budget for 2020 will be forwarded to the board by the Finance Committee prior to the December meeting.

New Business:

- a. Parking update: The Board has not yet heard back from Dave Daniels' office with resolution of issues. Item tabled for this meeting.
- b. Holiday Book Sale will take place on December 6-8 with same hours as last year. Volunteers are needed for set up, break down, and check out table. Set up will take place on Thursday Dec 5.
 - Susan S. will assist.
 - Jeremy Stone will, once again, play holiday music for Santa Day on December 7.
 - Susan S will write up PR and send to media. Info should be sent to her.
- c. Annual Book Sale 2020
 - Karen, Nick, and Deb have begun planning.
 - Same format as last year, same location (Lathrop Building)
 - Proposed dates are May 30-31 and June 6-7

Public Relations:

- a. The Annual Appeal is on its way. There was a printing delay because of election season. Two copies along with a holiday note will be sent to the Donaldson Foundation.
- b. Centennial Planning
 - Susan Stone reported on great progress being made re Centennial celebration. Excellent committee with professionals in fundraising galas and marketing making great recommendations and will be available for follow-thru.
 - Decision made to pursue building a children's wing onto the library and raise funds for this during the Centennial year. Stephanie will contact building inspector for feasibility of building with the power lines in this area and what it would take to make this happen.

Board Business:

- a. Brian Smith will be stepping down from the Board in December. Board will need to select a new VP.
- b. Discussion about recruiting new Board members.

Executive Session: Board went into Executive Session at 8:01. Motion by Stephanie, Brian S. 2nd. Executive Session ended at 8:40.

Motion to adjourn by Stephanie, 2nd by Brian S. Meeting adjourned at 8:40.

Respectfully submitted by: Karen Franco, Secretary, based on notes taken by Susan Stone

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