

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**March 12, 2020**

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

**Absent:** Susan Stone

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

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

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

- Stephanie made a motion to accept the Annual Report to the State. Second by Amy. All in favor.
- Stephanie made a motion to accept the Job Descriptions text presented by the Personnel Committee. Second by Megan. All in favor.
- Excess water "usage" by the Library Annex this quarter is unexplained. Fountain Plumbing has been unable to find a leak.
- Move to approve the director's report by Stephanie. Second by Amy. All in favor.

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

- Nick made a motion to close the two accounts at M&T Bank and transfer the proceeds to checking and saving accounts at the Putnam County Savings Bank. Second by Virginia. All in favor.

**New Business:**

- 2021 Celebration. For the centennial logo, the horizontal layout will be the primary design. Border will be purple.
- Buildings & Grounds Committee Update.
  - The engineering study of the proposed new parking area is expected to be completed in March.
- Annual Book Sale. The Book Sale Committee will meet before the next Board Meeting.
- Policy Committee Business.
  - Stephanie made a motion to accept the proposed Social Media Policy and the Revised Confidentiality Policy. Second by Wanda. All in favor.
- COVID19 Pandemic.

- Library programs will be suspended effective immediately through the end of April, following the guidance of the County Executive re group gatherings.
- The Library will encourage patrons to make use of the library's online resources from home.
- Patrons using library computers will be requested to wipe down the computer after use.
- Overdue fines are currently suspended.
- Library staff will continue to be paid in the event that the Library must temporarily close due to required social distancing.

Motion to adjourn by Stephanie, Second by Megan. Meeting adjourned at 8:15.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting April 9, 2020 @ 6:45 p.m.**