

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**May 14, 2020**

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

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

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

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

- Motion by Stephanie to approve the hiring of Carla Biggs as Children's Program Specialist for the summer, 2<sup>nd</sup> by Wanda. All in favor.
- Home Access Initiative provides gently used books and new craft materials to children at home. Motion by Stephanie to create a new line item in the budget for the Home Access Initiative and to fund it starting with \$1,000; 2<sup>nd</sup> by Amy. All in favor.
- Susan Stone offered to contribute the rewards for the Summer Reading Program.
- Library has received a grant of \$1200 from Dutchess County to improve the Library's wifi access capability.
- The Director has received a letter from Kim Fontana, Superintendent of Schools, Pawling Central School District, thanking us for the 200 bags containing books and craft materials that were provided to the school to distribute to Pawling families.

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

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

**New Business:**

- a. Buildings and Grounds Update. Motion by Stephanie to apply for the New York State Construction Aid Grant in 2020; 2<sup>nd</sup> by Virginia. All in favor. The request will be for construction of ADA-compliant restrooms.
- b. Policy Committee Update. Motion by Stephanie to accept the Filming, Recording, and Photography Policy, the Image and Recording Opt-Out Form, and the Programming Policy; 2<sup>nd</sup> by Heather. All in favor.
- c. Centennial Committee Update. The gala that is scheduled for May 2021 could be postponed if social distancing is still in place a year from now.

- Some of the centennial events can be online rather than in person, if necessary.
- d. Book Sale Committee Update. Nick has contacted Jessica Dickinson, Recreation Director, who will hold the deposit for the Lakeside Park venue and apply it to a book sale at a future date.
  - e. Re-opening the Library.
    - The first meeting of the Re-Opening Committee will be on Monday, May 18. The Committee will draft recommendations, which will be presented to the whole Board.
    - Casey Conlin of MHLS is working on systematizing New York State guidelines for re-opening of libraries. He will share that information with the Library on Friday, May 15.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Karen. Meeting adjourned at 8:25.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting June11, 2020 @ 6:45 p.m.**

## Programming Policy

1. The Pawling Free Library promotes the sharing of ideas by developing and presenting programs that provide opportunities for information, learning, and entertainment. Programs are an integral component of Library service that:

- Expand the Library's role as a community resource
- Introduce community members to Library resources
- Provide entertainment
- Provide opportunities for learning at every stage of life
- Expand the visibility of the Library
- Promote interaction between community members
- Create opportunities for community members to share their expertise with others

2. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community interests and needs
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

3. In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

4. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the presenters and participants.

5. Registration is required for many programs. Patrons who had **(have?)** not registered for a program may be denied the opportunity to participate. The Pawling Free Library reserves the right to accept registrations in any fair manner, including but not limited to:

- First come, first served
- Ranked preference

- Lottery
- Priority for Pawling residents

6. While all Library programs are open to the public, access to any specific program may be restricted based on the judgment of Library staff. Factors which the staff will take into account include room and program capacity, age and/or developmental appropriateness, and patron program attendance history.

7. A fee may be charged for certain types of Library programs.

8. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

9. In registering for a program, patrons acknowledge that they have read the Library's Programming Policy and Patron Code of Conduct. In attending a program, patrons express consent to waive any and all claims against the Library which may result from said participation and thereby release and discharge the Pawling Free Library from any and all liabilities. In the case of minors, the parent/guardian assumes all responsibilities for the child's conduct and expresses consent to waive **any and all** claims against the Library.

10. Programs may be held on site or off site.

11. During all programs, including digital and off-site programs, the Library staff has sole discretion to determine which provisions of the Library's Patron Code of Conduct apply to the specific program.

12. The staff may require a patron to leave a program for any reason.

13. Programs may be canceled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled.

14. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library staff and submit any marketing materials for Library approval.

## Filming, Recording, and Photography Policy

1. The most significant priority for the Pawling Free Library is to provide library services to the community. The duty of fulfilling the Library's mission is the first priority of the Library, and any filming, recording, and photography is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Patron Code of Conduct. The Library reserves the right to limit filming and photography on Library properties or inside facilities when such restrictions serve Library purposes.
2. The Pawling Library is a public space. As such, anyone on Library property is assumed to have given permission for the Library staff to take photos, videos, and recordings of them and to use those media in Library marketing materials and social media. Patrons have the opportunity to opt out of these permissions by filling out an Image and Recording Opt Out Form.
3. While the Library as an institution will comply with any Image and Recording Opt Out requests, the Library accepts no responsibility for images or recordings taken by members of the public. Any persons recording, filming, or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are recorded, filmed, or photographed. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Patron Code of Conduct.
4. The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. We encourage news media to contact us in advance of any visit, so as to make it easier for us to facilitate access.
5. Casual amateur recording, photography, and videotaping is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit or to document materials available in the Library. The use of additional equipment such as lighting is not permitted.
6. Filming, recording, or photography of Library events and programs will only be permitted with prior authorization of the Library staff and (where applicable) all presenters.
7. Outside groups making use of Library meeting facilities may arrange for photographers and news media during their event. In such a case, the event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Photography and media for such events are restricted to the space reserved by the group and may not take place in other areas of the Library.

## Image and Recording Opt Out Form

For the purposes of this form, the term recording will refer to all efforts to record a person or group of people, including still photographs, audio recordings, and video recordings.

The Pawling Free Library often makes recordings of Library users for marketing and promotional purposes. This form allows individuals/guardians the option to disallow temporarily the Pawling Free Library from making recordings of them/their minor children for the purpose of promoting the Library. Failure to exercise this option releases and discharges the Library from any and all claims arising out of the use of recordings, or any right that the parent or minor may have. Individuals/guardians have the option to opt out of being recorded for up to one year.

Adult (Over 18)	Child (Under 18)
<p><b>Name:</b></p> <p><b>Phone:</b></p> <p><b>Email:</b></p> <p><b>Address:</b></p> <p><b>City/State/Zip:</b></p>	<p><b>Child's name:</b></p> <p><b>Parent's Name:</b></p> <p><b>Parent's Phone:</b></p> <p><b>Parent's Email:</b></p> <p><b>Address:</b></p> <p><b>City/State/Zip:</b></p> <p>____ I hereby confirm that I am the Parent or Guardian I further affirm I have read the above "Image and Recording Opt Out Form" and am familiar with its contents.</p>

### Scope of Restrictions

- I/my child may be identified by first name only
- I/my child may be recorded but may not be identified by name
- I/my child may not be recorded at all

Today's date: \_\_\_\_\_

Choose one:

- I opt out of recordings for one year
- I opt out of recordings for a shorter period of time, effective on \_\_\_\_\_ and ending on \_\_\_\_\_

Signature: \_\_\_\_\_

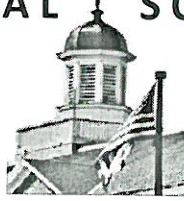
STAFF USE

Received by:

Date:

# PAWLING CENTRAL SCHOOL DISTRICT

**Kim Fontana**  
Superintendent of Schools



**Neysa T. Sensenig, Ed. D.**  
Assistant Superintendent for Finance  
**Debra Kirkhus, Ed.D.**  
Assistant Superintendent for Instruction

Small Size ~ Diverse Opportunities

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May 11, 2020

Mr. Brian Avery, Director  
Pawling Library  
11 Broad St.  
Pawling, NY 12564

Dear Brian,

I am writing to thank you for the lovely and generous gift of 200 carefully curated books and crafts, which your staff and volunteers provided for our students receiving school meals. Our staff members delivering meals were sure to let the students and families know that the gifts were provided by the Pawling Library. The gifts were met with delight.

It has become very clear during our time out of school that such gestures are very meaningful to students. I think the students and families feel the hands and hearts of the real people behind the effort and it helps them to know that the adults they have come to count on, including the Library staff and volunteers, are really still there.

For those of us in the schools, your efforts serve to remind us of how fortunate we are to work in such a caring, collaborative community. I hope you will be able to share my thanks with the volunteers, staff, and trustees who support the Library's work. I know I speak for the staff and the Board of Education in saying that we really appreciate them and you and remain perennially grateful for your partnership.

Very sincerely,

A handwritten signature in blue ink that reads "Kim Fontana". The signature is fluid and cursive.

Kim Fontana



## COUNTY OF DUTCHESS

**MARCUS J. MOLINARO**  
COUNTY EXECUTIVE

May 5, 2020

Brian Avery, Library Director  
Pawling Free Library  
11 Broad St  
Pawling, NY 12564

Re: Wireless Infrastructure Upgrade

Dear Ms. Avery:

We are pleased to inform you that your library will be awarded \$1,220 through the 2020 Dutchess Reads: Bridging the Digital Divide grant program for implementation of the above referenced program.

We recognize the wide range of services provided by public libraries and the financial constraints associated with maintaining and advancing offerings, while keeping up with demographic transformations and technological advances.

The grant term will be May 1, 2020 to December 31, 2020. This grant is not eligible for extensions; therefore, it is important that funding be expended before December 31, 2020.

You will soon receive an email from the Department of Planning and Development requesting information to begin the contract process.

If you have any questions, please feel free to contact Christie Bonomo at [cbonomo@dutchessny.gov](mailto:cbonomo@dutchessny.gov) or (845) 486-2549.

Sincerely,

Marcus J. Molinaro  
Dutchess County Executive

A. Gregg Pulver, Chair, Dutchess County  
Legislature

C. Edward P. Hauser, Legislator, Dutchess County Legislature  
Chris Baiano, Assistant County Executive  
Eoin Wrafter, Commissioner, Planning and Development  
Christie Bonomo, Community Investment Program Specialist, Planning and Development