

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
November 12, 2020

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

Absent:

Call to order: Meeting was called to order at 6:45 via zoom.

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

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

- The painting graciously donated by Denisa Fenton will be framed prior to display in the library.
- Annual conflict of interest forms should be signed and filed by all Trustees.
- Annex flooring is scheduled to be redone on November 24.
- Motion to approve the revised Meeting Room Policy and application by Stephanie, 2nd by Susan. All in favor.
- Motion to approve the Assurances Regarding Minors paperwork by Stephanie, 2nd by Virginia. All in favor.
- The Director has created a Pandemic Response Plan, as requested by the New York Library Association. Motion by Stephanie to approve the Pandemic Response Plan, 2nd by Megan. All in favor.
- Move to approve the director's report by Stephanie, 2nd by Virginia. All in favor.

Treasurer's Report: A copy of the report is available to Trustees on request.

Discussion:

- There will be a deficit this year due to income lost because of the cancellation of the annual spring book sale, which is a major fundraiser. The book sale had to be cancelled because of the COVID-19 pandemic.

New Business:

- a. Tax Cap Vote. Motion by Stephanie not to exceed the tax cap in 2021, 2nd by Wanda. All in favor.
- b. Holiday Book Sale. Decision was reluctantly made to cancel the usual December book sale due to the currently increasing COVID-19 infection rate in New York State.
- c. Buildings & Grounds Committee Update.

- Existing plans for a new Children's Wing in the space between the Main Library building and the Annex were reviewed.
 - Water softener is currently out of order and will need to be replaced if not repairable.
 - We are grateful to the Town and Village Boards for supporting the Library's application for a Community Development block grant to build ADA-compliant restrooms in the library.
- d. Reopening Committee Update.
- The language in the Health Screening Form needs to be adjusted to conform to the revised NYS rules re quarantining after out-of-state travel. Motion by Stephanie to amend the Health Screening Form, 2nd by Megan. All in favor.
 - Motion by Stephanie to amend the Reopening Protocol to say that gloves are required when working at the Circulation Desk or when handling shared materials or public computers; secondly, materials will be quarantined overnight for Stages 5-7. 2nd by Megan. All in favor.
- e. Centennial Committee Update.
- An outdoor Centennial jazz concert is planned for May.
 - Verna Carey and Deb Muroski are working on a Centennial historical display to be set up in a corner of the library. The original minutes from the first Library Board meeting were located. Some of these pages will be blown up and placed on display.
 - The Centennial website will be ready by January 1.
 - A suggestion has been made to name the future Children's Wing the Kids' Corner, with Lola the Owl as the mascot/theme.
 - Each month during the Centennial we will honor a person who, or organization that, has made a significant contribution to the library.
- f. Board Development.
- New officers will be voted on at the December meeting.
 - We are looking to recruit additional Board members, particularly persons with Buildings & Grounds or HR experience.

Motion to adjourn by Stephanie, 2nd by Susan. Meeting adjourned at 8:16.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting December 10, 2020 @ 6:45 p.m.