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:
- Tax Cap Vote. Motion by Stephanie not to exceed the tax cap in 2021, 2nd by Wanda. All in favor.
- 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.
- 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 reparable.

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.