

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
December 10, 2020

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

Absent: Amy Emke, Heather Fidler

Call to order: Meeting was called to order at 6:50 via zoom.

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

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

- The Community Development Block Grant application for the library ADA-compliant restroom project was submitted to Dutchess County on December 1. We should find out in the spring whether this request was funded.
- The Personnel Committee recommends some changes to the Employee Handbook in view of the State's new paid sick leave law. Motion to accept the changes to the Employee Handbook by Stephanie, 2nd Susan. All in favor.
- Motion to accept the proposed 2021 days-off calendar by Stephanie, 2nd by Megan. All in favor.

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

Treasurer's Report: A copy of the 2021 budget draft was provided to all trustees. Items discussed were:

- So far, \$12,000 in donations have been received in 2020 in response to the Annual Appeal.
- The proposed 2021 budget shows a deficit principally due to the increased expense of daily cleaning required by New York State COVID regulations, as well as the loss of book sale revenue.
- Motion to accept the 2021 budget draft by Stephanie, 2nd by Virginia. All in favor.

New Business:

- a. Centennial Committee.
 - Chris Shaw presented an update on plans for fundraising for the construction of a new Children's Room with Lola the Owl motif and a woodland theme.

- The Oliver S. and Jennie R. Donaldson Charitable Trust has approved a grant of \$19,500 to be put towards Centennial programming.

b. Board Business.

- Conflicts of Interest. Nick declared a conflict because he has hired Dutcher Ave Builders to do work on his home, and they employ Kathleen Thomsen who is also the library's bookkeeper. Motion to accept Nick's conflict of interest by Stephanie, 2nd by Susan. All in favor. Stephanie and Susan both declared a conflict because they serve on the board of Pawling Rotary Club, and the Club donates to the library. Motion to accept Stephanie's conflict of interest by Susan, 2nd by Megan. All in favor. Motion to accept Susan's conflict of interest by Stephanie, 2nd by Megan. All in favor.
- Proposed slate of officers for 2021: Amy Emke as President, Megan Burlington as Vice-President, Karen Franco as Secretary, Nick Robertshaw as Treasurer. Motion to accept this slate of officers by Stephanie, 2nd by Susan. All in favor.

- c. Holiday Gifts for Staff. Holiday gifts that support local businesses were discussed.

Motion to adjourn by Stephanie, 2nd by Karen. Meeting adjourned at 8:10.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting: January 14, 2021 @ 6:45 p.m.

Days Closed 2021

| | | |
|----|-------------------------------------|----------------------------------|
| 1 | Friday, January 1, 2021 | New Year's Day |
| 2 | Monday, January 18, 2021 | Martin Luther King Jr Day |
| 3 | Sunday, April 4, 2021 | Easter |
| 4 | Sunday, May 30, 2021 | Sunday before Memorial Day |
| 5 | Monday, May 31, 2021 | Memorial Day |
| 6 | Sunday, July 4, 2021 | Independence Day |
| 7 | Sunday, September 5, 2021 | Sunday before Labor Day |
| 8 | Monday, September 6, 2021 | Labor Day |
| 9 | <i>Wednesday, November 24, 2021</i> | <i>Close early: 3 PM</i> |
| 10 | Thursday, November 25, 2021 | Thanksgiving |
| 11 | Friday, December 24, 2021 | Christmas Eve |
| 12 | Saturday, December 25, 2021 | Christmas Day |
| 13 | Sunday, December 26, 2021 | Boxing Day |
| 14 | <i>Friday, December 31, 2021</i> | <i>Close early: 3 PM</i> |

Federal Holidays Open

| | |
|-----------------------------|----------------------------------|
| Monday, February 15, 2021 | Presidents Day |
| Monday, July 5, 2021 | Independence Day Observed |
| Monday, October 11, 2021 | Columbus Day |
| Thursday, November 11, 2021 | Veterans Day |

Federal Holidays are listed in bold

Days the library closes early are listed in italics

as of 11/19/2020

2nd DRAFT

Incorporating changes at 11/5/20 finance committee meeting

PAWLING FREE LIBRARY

SUMMARY

| | Actual 10 months to 10/31/1 | Projected Year 2019 | Audited Year 2019 | Proposed Budget 2020 | Actual 10 months to 10/31/20 | Projected Year 2020 | Proposed Budget 2021 |
|--------|-----------------------------------|---------------------------|-------------------------|----------------------------|------------------------------------|---------------------------|----------------------------|
| Income | \$491,060 | \$493,690 | \$523,946 | \$494,100 | \$468,877 | \$477,332 | \$472,220 |

Expenses

| | | | | | | | |
|-------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Administra | \$74,653 | \$85,574 | \$84,853 | \$85,650 | \$80,372 | \$82,888 | \$90,550 |
| Payroll and | \$326,348 | \$399,231 | \$381,124 | \$397,381 | \$335,983 | \$395,911 | \$405,858 |
| Other Expe | \$8,205 | \$10,130 | \$10,473 | \$11,180 | \$6,495 | \$7,382 | \$8,775 |
| Total Exper | <u>\$409,206</u> | <u>\$494,935</u> | <u>\$476,450</u> | <u>\$494,211</u> | <u>\$422,850</u> | <u>\$486,181</u> | <u>\$505,183</u> |

| | | | | | | | |
|--------------|-----------------|-----------------|-----------------|---------------|-----------------|-----------------|------------------|
| Surplus, (D) | <u>\$81,854</u> | <u>-\$1,245</u> | <u>\$47,496</u> | <u>-\$111</u> | <u>\$46,027</u> | <u>-\$8,849</u> | <u>-\$32,963</u> |
|--------------|-----------------|-----------------|-----------------|---------------|-----------------|-----------------|------------------|