

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
June 10, 2021

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

Absent: Chris Shaw, Heather Fidler

Call to order: Meeting was called to order at 6:30.

Minutes of Previous Meeting: Motion to approve by Amy, 2nd by Wanda. All in favor.

Director's Report: Copies of the Director's Report and the revised Reopening Protocols were provided to all trustees. Items discussed were:

- The Reopening Committee has recommended creating a Stage 8 which permits vaccinated patrons to be maskless in the library, except during specified vulnerable-friendly hours. Motion to revise the Reopening Protocols as recommended by the Reopening Committee by Amy, 2nd by Megan. All in favor.
- At the Jazz on the Green centennial event, Marc Molinaro announced that the library will be receiving a Community Development Block Grant to install ADA-compliant restrooms.
- The Buildings & Grounds Committee recommends that we apply for the State Construction grant that could provide additional help with the cost of the ADA-compliant restrooms. Alternately, this grant could be applied to the underground oil tank removal and remediation, or furnishings for the new Children's Wing. Motion to apply for the State Construction grant by Amy, 2nd by Susan. All in favor.
- Another possible grant for which we could apply is that of the federal Institute of Museum and Library Services. The Institute has a new matching grants program that provides money for outreach, staff training, educational programs, new digital platforms, or building local partnerships. The Finance Committee will review possibilities for this grant. Applications are due in June.
- Finally, recently announced Emergency Connectivity Fund grants can be used to "bridge the digital divide" within the community. More information will be sought.

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

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

- Nick reported that the audit is in progress.

Committee Updates:

1. Centennial Committee Update.
 - The Jazz Concert was very successful. Thanks to everyone who volunteered.
 - The Family centennial event (with a Wizard of Oz theme) will take place August 28 at Lakeside Park.
2. Buildings & Grounds Committee Update.
 - B&G Committee recently met to look at material samples, including carpeting, for the Children's Wing.
3. Reopening Committee Update.
 - According to Governor Cuomo, New York State COVID restrictions will end as soon as the adult vaccination rate hits 70%, and we are almost there. At that point it will presumably no longer be a requirement for the library to do daily cleaning, health screening, etc.
4. Book Sale Committee Update.
 - The Annual Book Sale will take place over the 3 days of Labor Day weekend, plus 2 days the following weekend. Space has been reserved at Lakeside Park.
 - The May "Second Saturday" pop-up book sale was successful. The next "Second Saturday" sale will take place June 12 on the corner of Arch Street and Charles Colman Blvd.

Recognition. Stephanie McLaughlin, Library Trustee and former President of the Library Board, was recognized for recently receiving the Crew Binette Service Award from the Pawling Town Board for her generous and highly valued service to the community.

Motion to go into executive session by Stephanie, 2nd by Amy. The meeting went into executive session at 7: 37. Motion to go out of executive session by Stephanie, 2nd by Amy. The executive session ended at 7:52.

The July meeting is cancelled. The next meeting will take place at the Library Annex in August.

Motion to adjourn by Amy, 2nd by Karen. Meeting adjourned at 7:54.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting August 12, 2021 @ 6:45 p.m.

	Category	Stage 1	Stage 2
A	Staff on-site	One person per building per day, entirely voluntary	Up to two people at a time (exempting library director), entirely voluntary
B	Staff scheduling	Employees add themselves to the calendar	Employees add themselves to the calendar for any timeslot on their normal workday
C	Staff monitoring	None	Staff self-report health status each day before entering building
D	Public monitoring	N/A	N/A
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar is consulted
F	Social Distancing	N/A	Employees work from distant stations
G	Hours of service	Asynchronous, at staff discretion	Asynchronous, at staff discretion
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items are left untouched for at least 72 hours before being checked in
I	Volunteers	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	No patron access
K	Personal Protective Equipment	Staff wears gloves and face coverings	Staff wears gloves and face coverings
L	Foot traffic	No patron access	No patron access
M	Checkout	No patron access	No patron access
N	Browsing/reading	No patron access	No patron access
O	Public computers	No patron access	No patron access
P	Programs and events	Virtual only	Virtual only
Q	Cleaning protocols	Standard cleaning, three times a week	Daily cleaning
R	Minimum conditions for moving to next stage*	Work from home restriction lifted AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 5 days of stage 2 have transpired AND association libraries in Dutchess County are able to enter into phase 1 reopening AND the library has an adequate supply of gloves and cleaning supplies for staff
*If our region moves backwards to a lower numbered phase in its re-opening process, the library's board of trustees will meet to consider moving backwards to a previous stage			

	Category	Stage 3	Stage 4
A	Staff on-site	At least two people in the building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours on the same day does not interfere with public service	Employees work their normal schedules unless working different hours does not interfere with public service
C	Staff monitoring	Staff self-report health status each day before entering building	Staff self-report health status each day before entering building
D	Public monitoring	N/A	Voluntary contact tracing at pawlinglibrary.org/tracing
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar and patron reported information are consulted
F	Social Distancing	Employees work from distant stations	Employees work from distant stations when possible, six feet markers placed on floors
G	Hours of service	Contactless checkout during normal hours of service on Tue - Sun	Closed Mondays, vulnerable population hour Tue - Thu 10-11, otherwise standard hours of operation
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items returned by patrons are quarantined for at least 48 hours, items returned by delivery are checked in the same day
I	Volunteers	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	Up to seven patrons at a time
K	Personal Protective Equipment	Staff wears gloves and face coverings, patrons wear face coverings	Staff wears gloves and face coverings, patrons wear face coverings
L	Foot traffic	No patron access	Exit through side door only
M	Checkout	Contactless checkout only	Contactless checkout, in-person checkout, homebound delivery
N	Browsing/reading	No patron access	Patrons limited to 60 minutes per visit unless no one else is waiting to enter
O	Public computers	No patron access	Alternate days between odd numbered computers and even numbered computers
P	Programs and events	Virtual only	Virtual only
Q	Cleaning protocols	Daily cleaning	Daily cleaning
R	Minimum conditions for moving to next stage*	At least 14 days of stage 3 have transpired AND Dutchess County enters into phase 3 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 14 days of stage 4 have transpired AND Dutchess County enters into phase 4 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff
*If our region moves backwards to a lower numbered phase in its re-opening process, the library's board of trustees will meet to consider moving backwards to a previous stage			

	Category	Stage 5	Stage 6
A	Staff on-site	At least two people in building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours does not interfere with public service	Employees work their normal schedules unless working different hours does not interfere with public service
C	Staff monitoring	Staff self-report health status each day before beginning shift	Staff self-report health status each day before beginning shift
D	Public monitoring	Voluntary contact tracing at pawlinglibrary.org/tracing	Voluntary contact tracing at pawlinglibrary.org/tracing
E	Access logging/Contact tracing	Staff schedule calendar and patron reported information are consulted	Staff schedule calendar and patron reported information are consulted
F	Social Distancing	Barrier placed at circulation desk, six feet markers placed on floor	Barrier placed at circulation desk, six feet markers placed on floor
G	Hours of service	Normal hours of operation	Normal hours of operation
H	Materials handling	Items returned by patrons are quarantined overnight, items returned by delivery are checked in the same day	Items returned by patrons are quarantined overnight, items returned by delivery are checked in the same day
I	Volunteers	No volunteers in library	No volunteers in library
J	Patron access	Up to 10 patrons at a time	Up to 14 patrons at a time
K	Personal Protective Equipment	Face coverings required	Face coverings required
L	Foot traffic	Exit through side door only	Exit through side door only
M	Checkout	Contactless checkout, in-person checkout, homebound delivery	Contactless checkout, in-person checkout, homebound delivery
N	Browsing/reading	Patrons limited to 60 minutes per visit unless no one else is waiting to enter	Patrons limited to 60 minutes per visit unless no one else is waiting to enter
O	Public computers	Alternate days between odd numbered computers and even numbered computers	Alternate days between odd numbered computers and even numbered computers
P	Programs and events	Virtual only	Limited socially distant programs
Q	Cleaning protocols	Daily cleaning	Daily cleaning
R	Minimum conditions for moving to next stage*	At least 30 days of stage 5 have transpired AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 30 days of stage 6 have transpired AND the library has an adequate supply of gloves and cleaning supplies for staff
*If our region moves backwards to a lower numbered phase in its re-opening process, the library's board of trustees will meet to consider moving backwards to a previous stage			

	Category	Stage 7	Stage 8
A	Staff on-site	At least two people in building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours does not interfere with public service	Employees work their normal schedules unless working different hours does not interfere with public service
C	Staff monitoring	Staff self-report health status each day before beginning shift	Staff self-report health status each day before beginning shift
D	Public monitoring	Voluntary contact tracing at pawlinglibrary.org/tracing	Voluntary contact tracing at pawlinglibrary.org/tracing
E	Access logging/Contact tracing	Staff schedule calendar and patron reported information are consulted	Staff schedule calendar and patron reported information are consulted
F	Social Distancing	Barrier placed at circulation desk, six feet markers placed on floor	Barrier placed at circulation desk, six feet markers placed on floor
G	Hours of service	Normal hours of operation	Vulnerable-friendly hours prior to noon, otherwise standard hours of operation
H	Materials handling	No restrictions	No restrictions
I	Volunteers	No restrictions	No restrictions
J	Patron access	Up to 14 patrons at a time per building	No restrictions
K	Personal Protective Equipment	Face coverings required	Except during vulnerable-friendly hours, vaccinated employees may unmask in staff areas and vaccinated patrons may unmask in all areas
L	Foot traffic	Exit through side door only	Exit through front door only
M	Checkout	Contactless checkout, in-person checkout, homebound delivery	Contactless checkout, in-person checkout, homebound delivery
N	Browsing/reading	Patrons limited to 60 minutes per visit unless no one else is waiting to enter or they make special arrangements	Unlimited
O	Public computers	Alternate days between odd numbered computers and even numbered computers	Alternate days between odd numbered computers and even numbered computers
P	Programs and events	Limited socially distant programs	Limited socially distant programs
Q	Cleaning protocols	Standard cleaning, three times a week, plus any additional cleaning required by the state	Standard cleaning, three times a week, plus any additional cleaning required by the state
R	Minimum conditions for moving to next stage*	At least 30 days of stage 7 have transpired AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 30 days of stage 8 have transpired AND the library has an adequate supply of gloves and cleaning supplies for staff
*If our region moves backwards to a lower numbered phase in its re-opening process, the library's board of trustees will meet to consider moving backwards to a previous stage			

Director's Report

Our June meeting will take place outdoors at 6:30 PM at the pavilion in Lakeside Park.

At the Jazz on the Green event, Marc Molinaro announced that the library will be receiving a Community Development Block Grant to install ADA-compliant restrooms.

The library got noticeably busier during the second half of May than it had been at any point since the pandemic hit. I don't know whether that's attributable to more access to vaccines, publicity surrounding the Centennial kickoff, the annual report, or some other factor(s), but it has been good to see library usage start to grow closer to normalcy.

The Re-Opening Committee met on Friday May 28th and decided that we should relax the mask requirement for fully vaccinated adults as part of a new stage of our re-opening. Because the majority of board members indicated that they would vote in favor of the proposed revisions to our re-opening protocols, we instituted the proposed changes on Tuesday June 1st.

The Buildings and Grounds Committee discussed the state construction grant program on Wednesday June 2nd. They are recommending we apply for funding for the bathroom project.

The federal Institute of Library and Museum Services is launching a fifteen million dollar matching grant program this month. The money could be used for outreach, staff training, educational programs, new digital platforms, or building local partnerships. Individual libraries can apply for ten to fifty thousand dollars, provided that they pledge to contribute an equal amount to the project. (The library's contributions can be in-kind.) Applications are due this month, with projects to be carried out 11/1/21 – 10/31/22. At the board meeting we can decide whether to apply for this program.

As advertised in the annual report, we have begun soliciting responses to our community survey. Patrons can go to pawlinglibrary.org/survey or fill out a paper survey when they are in the library.

Programming

Donald Partelow, Adult Program Coordinator

Highlight of the month: T. S. Eliot's *The Waste Land*

On the evening of Friday, May 14 the Pawling Library presented a very special online dramatic reading of T. S. Eliot's masterpiece, *The Waste Land*. In honor of our library's centennial, Eliot's poem was brought to life in a brilliant performance by theater legend, actor, director Roger Hendricks Simon and actress, author Marian Grudko. During the hour-long performance Mr. Simon and Ms. Grudko seamlessly transformed from one character to another. When the final words of the poem were spoken by Mr. Simon there was a moment of silence that was then broken by applause.

Following the presentation, the performers were praised throughout a 30-minute interactive discussion. One audience member said, "The music of both of you together, your voices, really made the music of it lovely." "We were both very aware this is a piece of music in five parts, like

a symphony,” said Mr. Simon. “And the changes of pace I thought were very important. I was interested in how each part was a movement in a symphony, how it begins, how it goes to the next movement, and how it ends.” The poem is rather complex, and was compared by one person to listening to an opera for the first time, not understanding the language, but being attracted to the beauty of the music and the images. “Yes, the images were very vivid and beautiful,” said another audience participant. “The words really painted the life of it.” Several people mentioned how the two performers complimented each other so well. “Your reading was beautiful,” said one person. “Thank you so much. It was absolutely fascinating, just wonderful.” Indeed, it was; a theatrical experience that many were privileged to behold.

Roger Hendricks Simon is a founding member of the Yale Repertory Company, who went on to direct and act for Joe Papp's New York Shakespeare Festival. He has directed international premieres by Tennessee Williams, Sam Shepard, David Hare, Terrence McNally, Lanford Wilson, and William Saroyan, to name but a few of his numerous accomplishments. Roger is also the artistic director for The Simon Studio in New York City. Marian Grudko is the author of *Lucinda Snowdrop* and co-author of *Claudine: A Fairy Tale for Exceptional Grownups*, with T.A. Young. She is also a composer, storyteller and actress. Her work can be seen on her YouTube channel and listened to at [soundcloud.com](https://www.soundcloud.com). Roger Hendricks Simon and Marian Grudko will be appearing independently as well as uniting once again for more special programs that celebrate the Pawling Library's 100-year anniversary.



Phil Prout, Teen Program Coordinator

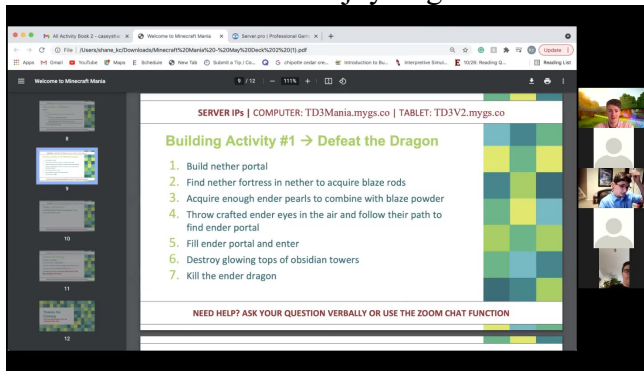
In May, the YA department saw a dip in attendance in regular programs. This is typical for the end of the school year as our teen patrons have many responsibilities and events to attend. This was offset by the surge in volunteer participation. Some of these volunteers were part of our core regular teen patron group that regularly participate in library activities, and others were new volunteers accruing hours for the National Honors Society and other organizations.

The teen garden has been at the center of the volunteer efforts and is already showing signs of the hard work and care the teen volunteers have been putting in. The vegetables and flowers are thriving and the arugula and lettuce patches are almost ready for the first harvest. This program also reinforces values such as initiative and proactivity because I emphasize the practice of teens themselves coordinating with me directly and managing their own schedules.

May teen programs have featured *Minecraft Mania*. This was a special two-part program. I went with a vendor that specializes in remote *Minecraft* programs for youth. This vendor also handles the various technical issues that come with kids using different versions and devices to play

together. Minecraft was one of our most popular regular programs before the pandemic and the kids were happy to see it return in some capacity.

Our teen patrons and their families tell me that they are excited about the prospect of some more in-person programs this summer. With a sign of normalcy returning, the parents have expressed appreciation for the value of the library programs for their teens during this difficult year. A father of a teen who consistently registers told me that his daughter's mental health became a concern during quarantine. He told me that looking forward to and participating in library programs was the only thing that seemed to lighten her mood during the worst days. Another parent told me how lucky she felt to have a "positive male role model" for her son while being socially isolated. I have also fielded concerns from non-residents that the remote programs which their kids have come to enjoy might become inaccessible soon.



Neena McBaer, Children's Program Coordinator

Programming breakdown by type: There were four weeks of programming in May. Socially distanced outdoor programming also began in May.

- All: 12 kit programs (180 attendees), 15 live programs (85 attendees) and 12 in person (112 attendees)
- Parent/Caregiver Early Literacy: 4 kits (64 attendees), 4 live (8 attendees), and 8 in person (77 attendees)
- Early Literacy: 4 kits (46 attendees), 5 live (44 attendees), and 4 in person (35 attendees)
- School Age Programming: 4 kits (70 attendees), 6 live (33 attendees)

We were lucky enough to experience nice weather each day that outdoor programming was scheduled for this May. Families expressed excitement to return to a little bit of normalcy through the program.

A small number of toys returned to the Picture book section this May. Our puzzles are again available for patrons to use, and in our live programming, instruments and puppets have returned on a limited basis. Moving forward, I hope to find time to reinstall at least one of our AWE children's computers as well.

Our Around the World Club participants built replicas of Egyptian pyramids with sugar cube bricks and gummy bear mummies this May. This STEAM challenge asked kids to build a structure where mummy gummies could rest without getting smushed.

I wanted to share some feedback I received from patrons this May about our kit programming:

“I just want to say THANK YOU for this activity. My son and I did all three weeks last night and it’s clear how much care and effort went into designing this project. We had so much fun and we are so grateful... He loves the owl sticker on each bag, and I love the activities. They’ve been great.” (We put a Lola sticker on each bag to seal it, and they’re more popular than the activities!)



Tom Clemmons, Circulation Manager / Homebound Delivery Services Coordinator

Volunteer Program: Now that the library has advanced to Stage 8 of the Re-Opening Protocols, the volunteer program is set to resume. One patron has expressed interest in volunteering. In June, I will be reaching out to previous volunteers to set up a new volunteer schedule.

The Grand and the Pawling Senior Friendship Center: During May, because of coronavirus quarantine restrictions still in effect, I was unable to visit The Grand or the Pawling Senior Friendship Center for story-time readings or book exchanges or book discussions.

Homebound Services: There are currently 10 active Homebound Services patrons. In May, I selected materials (books or audio books) according to reading preferences and made 6 Homebound Service delivery/pickups – 1 trip to Deerfield Ponds, 2 trips to the Village of Pawling, 1 trip to The Hamlet, 1 trip to King’s Apartments, and 1 trip for residents at The Grand with a donation from the PFL book sorters of 2 bags of large-print books for The Grand’s Book Cart.

Buildings and Grounds

A smoke detector in the annex basement started going off intermittently regardless of the fact that there was no smoke in the basement. Because smoke detectors which use that same wiring are no longer commercially available, Frank’s Electrical will order and install a new detector.

Programming and Circ Stats

