

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
November 11, 2021

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

Guest: Ed Hauser

Absent:

Call to order: Meeting was called to order via zoom at 6:47.

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

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

- Completed Conflict of Interest forms are due from board members by next board meeting.
- Brian is in communication with Dutchess County regarding any additional insurance requirements related to the \$50,000 Learn Play Create grant.
- Motion to hire Marlon Bridgman as interim Young Adult Program Coordinator, by Amy, 2nd by Megan. All in favor.
- At Brian's request, the December board meeting will be held in person at the Annex.
- Motion to approve the director's report by Amy and 2nd by Virginia. All in favor.

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

- The proposed 2022 budget will be presented at the December meeting.

New Business:

- a. Finance Committee Update.
 - Bids have been received for replacement of the oil tank. Ed Hauser presented the bids to the board. Motion to accept Envirostar's bid to install a new aboveground oil tank and to remove the old underground tank, by Amy, 2nd by Stephanie. All in favor.
 - Bids have also been received for construction of the ADA-compliant restrooms. Ed Hauser led the discussion. These bids were considerably higher than expected, however, options are limited. Motion to accept the Vinco bid, by Amy, 2nd by Stephanie. All in

favor. Many thanks to Ed for all the work he has done and continues to do for the library.

- Our Kanopy contract includes a monthly cap in order to stay within budget. The Finance Committee recommends upping the monthly cap to \$110.
- b. Buildings & Grounds Committee Update.
- Brian is searching for someone to fill in the parking lot pothole.
- c. Centennial Committee Update. The following was reported by Susan:
- We are almost at the 75% mark for fundraising.
 - She has found a great jazz band for the Gala.
- d. Book Sale Committee Update.
- Karen reported on the 2021 book sale income through October. The Annual Book Sale (in September) grossed \$20,028 and netted \$13,894. The four 2nd Saturday sales (organized by Wanda) netted \$1,896. Other sales (mainly library cart sales) netted \$1,508. Total net so far: \$17,298.
 - Holiday Book Sale. Due to the pandemic, the traditional holiday book sale will take place outdoors on Charles Colman Blvd., during the community's 2nd Saturday event on December 11, weather permitting.

Board Business: The Board has received Patricia Bellucci's trustee application, and found her eminently qualified. She is a 20-year resident of Pawling, and is a New York State CPA as well as a licensed attorney. Motion to accept Patricia Rusch Bellucci as a member of our Board of Trustees, by Amy, 2nd by Wanda. All in favor.

Motion to go into Executive Session to discuss a personnel matter, by Amy & 2nd by Wanda. All in favor. Motion to leave Executive Session, by Amy, 2nd by Stephanie. All in favor.

Motion to adjourn by Amy, 2nd by Susan. Meeting adjourned at 8:20.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting: December 9, 2021 @ 6:45 p.m., in the Library Annex

Director's Report

We received three bids to remove the buried oil tank and two bids to build the new ADA bathrooms. Ed Hauser will join the November board meeting to help us understand the bids and answer questions we might have before awarding contracts to bidders. On November 9th, the finance committee will discuss the discrepancy between the grant award and actual project costs, as well as the cash flow needs the project will create.

In October, for the first time, we hit our pre-set limit of \$100 per month in Kanopy. Now that Kanopy offers titles at two different prices, this may not be a one-off occurrence. Patrons are not able to stream any additional films once the library's monthly threshold has been crossed.

We received an IMLS American Rescue Plan Grant for \$10,000 to purchase non-fiction eBooks on Overdrive. This is a matching grant which requires us to spend \$10,000 in fiction eBooks per the terms of the grant. (For context, we budgeted \$11,000 for both fiction and non-fiction spending in 2021.)

On the subject of the Institute of Museum and Library Services, we submitted our nomination packet for the National Medal for Museum and Library Service on November 1st. Thank you for helping with that process while I was out of town.

In order to fully qualify for the \$50,000 Learn Play Create grant from Dutchess County, we will need to take out additional insurance which should cost approximately \$1,500. The insurance carrier wants to see a copy of the contract before they write a policy, and the County wants to proof that the policy has been taken out before they draft a contract... but I am working to satisfy both parties.

Every year each employee and trustee must file conflict of interest paperwork. You can return your signed paperwork to me via email or snail mail, or by dropping it off at the library.

Karen DeGennaro wrote to two staff members and seven board members requesting that all mention of her name be removed from Centennial publicity materials. She had been included in the November list of honorees; the November honorees are the current staff and recent, long-serving employees.

When people sign up for library cards we give them a card sleeve listing our information on one side and PCSB's information on the other. Conveniently, our supply of sleeves ran out shortly after PCSB announced that they will be closing their branch in the village at the end of the year. PCSB once again offered to pay to have new sleeves made with their updated information.

Programming

Donald Partelow, Adult Program Coordinator

Poetry Workshop: The short poetic form in the last 100 years

Author Marian Grudko presented a poetry workshop in honor of the Pawling Library's centennial celebration. This was the second poetry workshop she gave to our library.

Ms. Grudko began her presentation by having each audience member read a short poem they'd written and brought to the class. None of the work was critiqued. Our host and the participants just listened as one by one each person read their poem.

The intent of the program was to examine a selection of short form poetry. Ms. Grudko said, "When we reflect on the short form we're talking about poetry that actually has rules as to the number of lines, or syllables, or the style that you work with. Many of these are traditional forms from centuries ago, and as they've evolved into our own time, most have become looser, and less strict."

Probably the most famous short poem is called the haiku, which traditionally consists of 3 lines, and 17 syllables. But beyond any syllable or line restriction it is meant to capture a brief moment in time and illuminate that time. "You see a certain new meaning in life through those few lines. That's the essence of haiku," said Ms. Grudko who read a few beautiful examples of short form poems, including the cinquain and the villanelle.

She also touched upon poetry called haibun which is the combining of haiku and a prose poem. This style of poetry is also brief, consisting of a few lines, very vivid imagery, and nothing personal. "The poets who write haibun do not add their philosophical commentary or personal feelings, there is nothing subjective, so it's very pure," said Ms. Grudko. "I know when a lot of us write we want to put our own feelings into things, we want to express ourselves. That's natural. But sometimes it's good for us to try not to do that, it makes us stronger as writers."

During the writing segment of the program each participant had an opportunity to write a haiku and read it aloud.

With a few minutes left of the program Ms. Grudko asked the question, what makes a good poem? "There is no right or wrong answer, it's personal," she said. Some of the responses: "There is something, in one or two sentences or phrases that makes you know when you are in the presence of a poem, a real poem." "I think a good poem evokes emotion." "It just takes me there, wherever there was or is." "There is so much one could say; it's simplicity and intensity with good words."

At the end, Ms. Grudko thanked her audience. "You all have the hearts of poets!" And indeed this is true. We thank the talented Marian Grudko for another outstanding presentation.

Young Adult Program Coordinator

Marlon Bridgman has agreed to serve as our interim Young Adult Program Coordinator, working 10-15 hours per week. He has several programs scheduled for November and December.

Neena McBaer, Children's Program Coordinator

Programming breakdown by type: There were 4 weeks of programs in October, including our most consistent attendance at outdoor storytimes yet so far.

- All: 10 kit programs (135 attendees) ; 3 live programs (53 attendees) and 18 in person (163 attendees)

- Parent/Caregiver Early Literacy: 2 kits (40 attendees), 0 live, and 12 in person (125 attendees)
- Early Literacy: 2 kit (26 attendees), 1 live (36 attendees), and 5 in person (37 attendees)
- School Age Programming: 6 kits (69 attendees), 2 live (17 attendees), and 1 in person (1 attendee)

On 10/30, I participated in Pawling Recreation’s Trick or Treat Trails. This event is always a great way to remind Pawling families’ of the library’s services and to interact with families who may not have utilized them in a while. At least 100 local kids stopped by our table, where I had information about programs and our digital collection available.



I spent much of October putting together a StoryWalk featuring the book, *Hiking Day* by Anne Rockwell. The project is set to be installed in the first week of November at Lakeside Park. This is a partnership between our library, Pawling Recreation, and the Mid-Hudson Chapter of the Adirondack Mountain Club.

Due to the vacancy in the Young Adult Program Coordinator position, I had to take over the project of booking programs for the grant Phil secured before his departure. The library will use this funding to bring in programming that is culturally relevant to the Latino and Hispanic teens in our community. This November, we will host three events, a virtual performance by NYC dance company Ballet Hispánico as well as two virtual Latinx history classes.

Below are two photos from the Friday morning Twodaloo Twos program for ages 2.5-3.5 years and a caregiver. Thanks to the warm October we had, kids we able to participate in play activities together after our storytime, include collaborative block building and making rocket puppets.



Tom Clemmons, Circulation Manager / Homebound Delivery Services Coordinator

There are currently 8 active Homebound Services patrons. In October, I selected materials (books or audio books) according to reading preferences and made 7 Homebound Service delivery/pickups – 1 trip to Deerfield Ponds, 3 trips to The Hamlet, 2 trips to the King’s Apartments, and 1 trip to The Grand including a donation from the PFL book sorters of two bags of large-print books and magazines for The Grand’s Book Cart.

Personnel

We have re-opened the search for a full-time Young Adult Program Coordinator. We are accepting applications through November 28th.

Technology

AICS came on October 28th to restore and upgrade our wireless network. While they were here they also made security upgrades to our firewall.

Programming and Circ Stats





