

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**December 9, 2021**

**Attendees:** Amy Emke, Stephanie McLaughlin, Nick Robertshaw, Patty Bellucci, Karen Franco, Heather Fidler, Megan Burlington, Wanda Rusiecki, David Potter, and Brian Avery (Director)

**Absent:** Susan Stone, Virginia West

**Call to order:** Meeting was called to order at 6:49.

**Minutes of Previous Meeting:** Motion to approve by Amy & 2<sup>nd</sup> by Stephanie. All in favor.

**Director's Report:** A copy of the report was provided to all trustees and was posted on the Library website.

Motion to approve the director's report by Amy and 2<sup>nd</sup> by Megan. All in favor.

**Treasurer's Report:**

- Library Budget 2022. A copy of the Proposed 2022 Budget, as created by the Finance Committee, was provided to all trustees and was posted on the Library website. Motion to accept the 2022 budget by Amy, 2<sup>nd</sup> by Wanda. All in favor.
- A big thanks to Nick for his years of service as treasurer.
- Treasurer's report moved to file.

**New Business:**

- a. Free Direct Access Plan. Motion to approve the MHLS Free Direct Access Plan by Amy, 2<sup>nd</sup> by Heather. All in favor.
- b. Buildings & Grounds Update.
  - Parking lot pothole has been repaired.
  - The Annex has been tested for mold; no mold problem was found. However, we have scheduled work on the ventilation system.
  - The Learn Play Create grant money is coming in soon and must be spent within 6 months.
- c. Reopening Committee Update.
  - Motion to authorize the Reopening Committee to set a new mask policy, by Amy, 2<sup>nd</sup> by Megan. All in favor.
- d. Centennial Committee Update.
  - A \$5,000 grant for the Children's Wing was recently received from Key Bank.
  - A generous \$10,000 donation has been received from the Mignone family.
  - 85% of the funding goal has been reached.

- e. Holiday Gifts for Staff.
  - Staff will be given Chamber gift certificates.
- f. Board Business.
  - Proposed slate of officers for 2022: Amy Emke as President, Megan Burlington as Vice-President, Karen Franco as Secretary, Patty Bellucci as Treasurer. Motion to accept this slate of officers by Nick, 2<sup>nd</sup> by Stephanie. All in favor.
  - Committee Assignments. Assignments remain the same, except for the following changes: Stephanie is rejoining the Finance Committee. Patty will be on the Finance and Personnel Committees.
  - Conflicts of Interest. 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 by Amy, 2<sup>nd</sup> by Megan, to accept Susan's and Stephanie's conflict of interest disclosures. All in favor.
  - Nick has submitted his resignation. He will be missed.
- g. Executive Session. Motion to go into executive session to discuss personnel issues, by Amy, 2<sup>nd</sup> by Wanda. All in favor. Motion to leave executive session by Amy, 2<sup>nd</sup> by Wanda. All in favor.

Motion to adjourn by Megan, 2<sup>nd</sup> by Karen. Meeting adjourned at 8:45.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting January 13, 2022 @ 6:45 p.m.**

## **Director's Report**

December is time to review trustee terms and committee assignments. Please review the committee assignment spreadsheet, which also lists terms and officers.

The legal advice we received about the updated open meetings law is that if a library has a “regularly and routinely updated” website, such as one with an events calendar, then we are required to make any documents slated to be discussed at the board meeting onto our website in advance of the meeting, and not simply to fall back on having them available on demand.

Thank you to everyone who has already returned your conflict of interest paperwork. If you have not yet done so, please remember to submit your signed paperwork in advance of the December board meeting.

In case you were curious, our Kanopy usage for November landed exactly at the previous usage cap.

## **Programming**

### **Donald Partelow, Adult Program Coordinator**

*Theater and Film of the 1920's and '30's As Seen By My Dad – NY theater illustrator and cartoonist Harold K. Simon*

“This was part of history I was so enamored of. To hear it come from you, first hand, reminiscing about your father, it came to life - because he contributed to it. You telling it made it very exciting for me.” These kind words were spoken by a gentleman who had attended an online presentation celebrating the Pawling Library’s 100-year anniversary. The person he praised was our presenter, the esteemed actor, director Roger Hendricks Simon. Mr. Simon’s program Theater and Film of the 1920’s and ’30’s As Seen By My Dad – NY theater illustrator and cartoonist Harold K. Simon took place on the evening of November 16th and drew many people from coast to coast. Mr. Simon gave a fascinating talk on the gifted career of his multi-talented father and how he interpreted theatre & film through his art during the 1920s and 30s. Throughout the presentation the audience viewed numerous examples of his father’s artwork. The talk was followed by an equally compelling discussion.

At the turn of the 20th century, artist Harold K. Simon created a variety of works of art for Broadway and the famed Radio City Music Hall in the form of theatrical cartoons, posters, playbills, newspaper and magazine illustrations. He also worked for the film industry, working for a period of time with Walt Disney, and Screen Gems motion picture company. At the time, Screen Gems was in charge of doing much of the artwork and publicity for both Hollywood and Broadway.

Mr. Hendricks spoke of his father’s connection to the evolving performing arts of the 1920s and 30s. "My dad really loved the theater and that was his heart", said Mr. Simon. He was in the theater every night of the year covering the Broadway scene.

Theater productions declined because of the economy in the depression, but interestingly enough in the 1930s the quality was getting better, becoming more polished, and thought provoking. The

acting was also changing. The overblown and heavy emoting was ending and replaced by acting that was much more in the realistic realm, which suited the writing of the more serious plays. It was a big change; a style that was finally being realized in the 1930s. The theater of the 30s went from one extreme to another. It should have been a decade of loss because of the depression, but instead, for the artistic theater, it was a period of great transitions and growth. “In a time of pain - the depression, and the 2nd world war - that may be when artists are the most creative, and develop the most exciting periods of creating art,” said Mr. Simon.

At times Mr. Simon was brought to tears during his very moving presentation about a brilliant and complex man - for he was talking not only about a theater legend, but about Harold K. Simon, his dad.

“A wonderful history of the American theater. It really is exquisite,” said one person from the audience. Another person commented, “It was such a beautiful tribute to your dad; you captured the soul of the man.”

### **Marlon Bridgman, Interim Young Adult Program Coordinator**

This month, we hosted 3 digital events as part of the teen MHLS mini-grant. All three presentations were wonderful. Both presenters graciously and unexpectedly shared recordings of their programs so that patrons who were not able to attend the live program could watch after the fact, which helps boost the value of our spending.

Nobody came to any of the other programs we offered in November. We do have some confirmed registrations for December events.

### **Neena McBaer, Children’s Program Coordinator**

Programming breakdown by type: There were 3 weeks of programs in November, including our last outdoor storytimes of the year.

- All: 8 kit programs (134 attendees); 0 live programs (0 attendees) and 12 in person (86 attendees)
- Parent/Caregiver Early Literacy: 2 kits (27 attendees), 0 live, and 8 in person (58 attendees)
- Early Literacy: 2 kit (19 attendees), 0 live (0 attendees), and 4 in person (28 attendees)
- School Age Programming: 4 kits (88 attendees), 0 live (0 attendees), and 0 in person (0 attendee)

On 11/08, I resumed my in-person visits to Wish Upon a Star Daycare, where 12 children and 4 staff members participated in an onsite storytime. Throughout 2021, I have continued to provide the school a curated bin of books once a month to support their classroom learning, but they are very excited about resuming in-person storytimes to supplement their curriculum.

On 11/05, I finally was able to install our Adirondack Mountain Club grant funded StoryWalk at Lakeside Park. From 11/05 - 11/24, the story was *Hiking Day* by Anne Rockwell. During this period, we had 55 visitors who logged their visits in our book (not reflected in official department stats reported to the state). The book included families with young children, seniors

out for walks, and even older elementary students. Several left kind messages in our book including “Thank you-Very Enjoyable!” and “Second time. We loved it just as much with Gramma and Grandad.” On 11/24, we switched to a winter story, *There was a Cold Lady who Swallowed Some Snow* by Lucille Colandro and plan to leave the project up until the first big snow of the season. After that, the StoryWalk will be stored until a more seasonable time.

A big thank you goes out to volunteers Jess and Julian P. who have been checking on the StoryWalk project and adjusting fallen signs several times a week for us. They also put together some no-registration-required take-and-make activity kits for kids who stopped in over the Thanksgiving school break. These were really popular; all were claimed in just 4 days!



### **Tom Clemmons, Circulation Manager / Homebound Delivery Services Coordinator**

There are currently 9 active Homebound Services patrons. In November, I selected materials (books, magazines, or audio books) according to reading preferences and made 10 Homebound Service delivery/pickups – 2 trips to Deerfield Ponds, 1 trip to The Hamlet, 2 trips to the King’s Apartments, 3 trips to the Village, 1 trip to Quaker Hill, and 1 trip to The Grand including a donation from the PFL book sorters of one bag of magazines for The Grand’s Book Cart.

### **Buildings and Grounds**

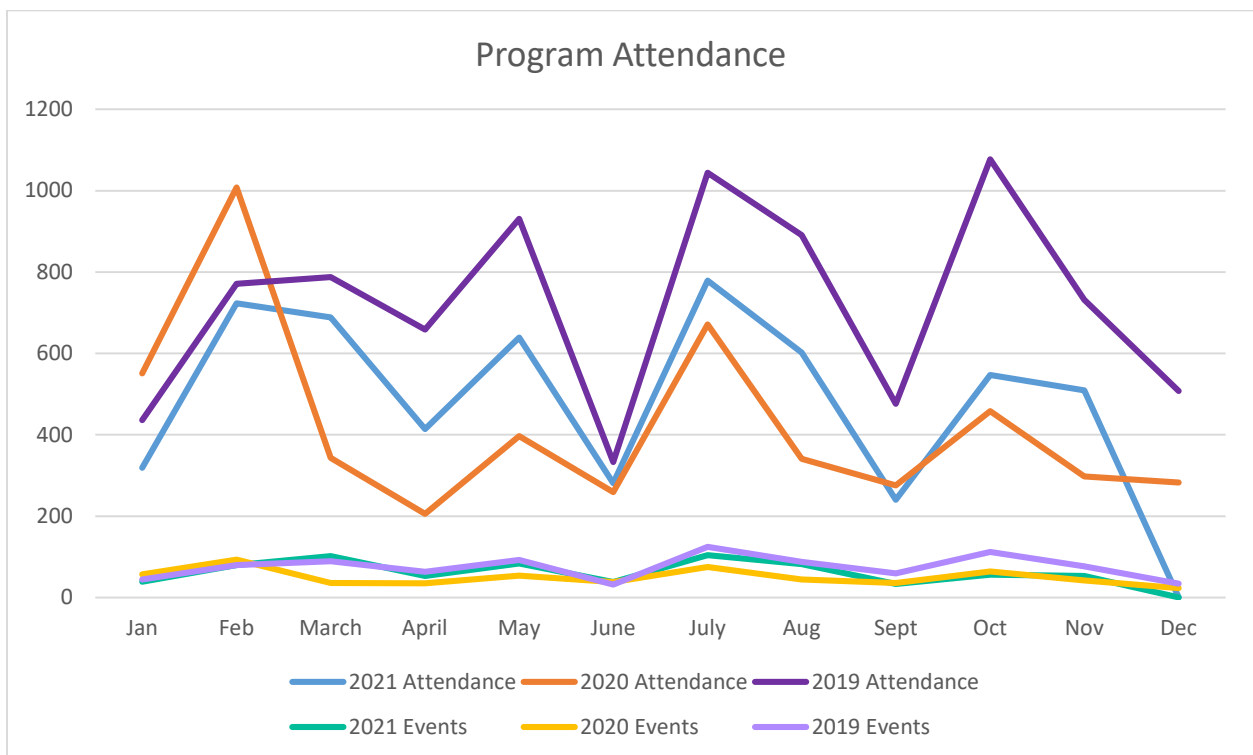
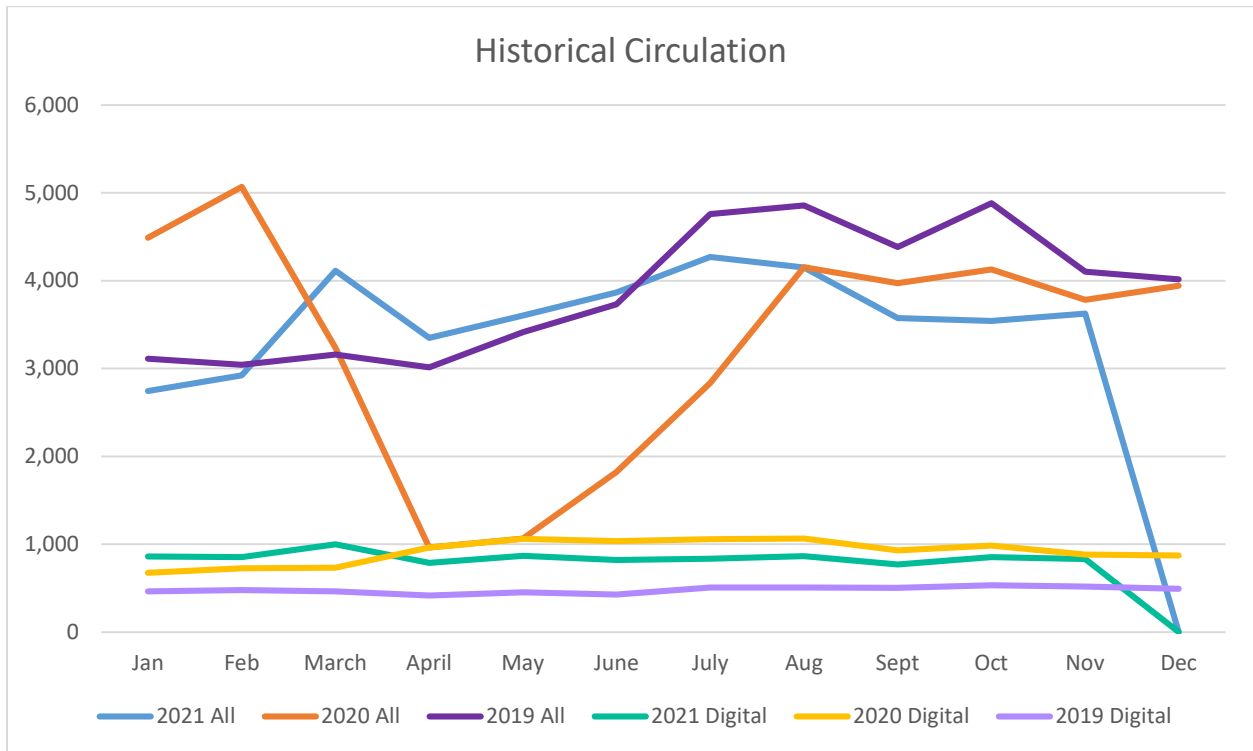
B&E Paving & Sealcoating came and filled the pothole in front of the library annex.

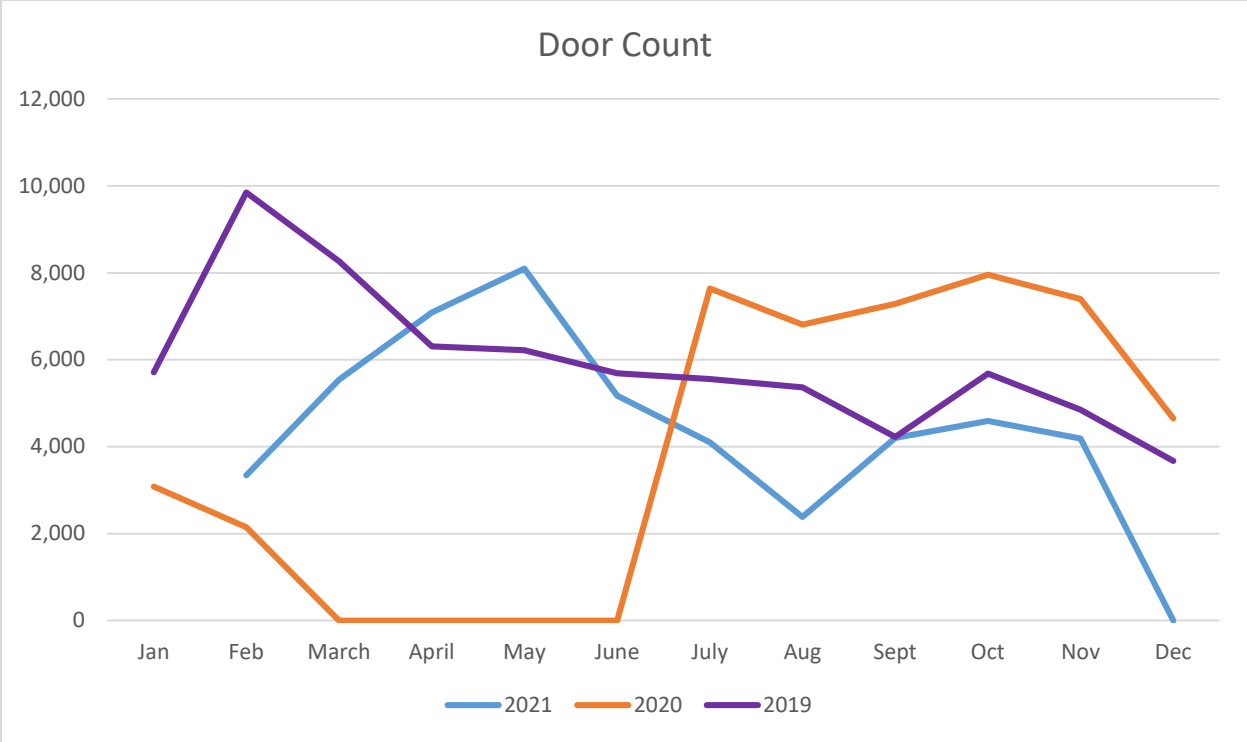
Ed Hauser has contacted both of the low bidders on the oil tank removal and bathroom installation project. As soon as Dutchess County reviews our proposed contract terms we will establish project timelines with the contractors.

### **Personnel**

We received thirteen applications for the full-time Young Adult Program Coordinator position.

## Programming and Circ Stats





## PAWLING FREE LIBRARY

### SUMMARY

	Actual 10 months to 10/31/20	Projected Year 2020	Audited Year 2020	Approved Budget 2021	Actual 10 months to 10/31/21	Projected Year 2021	Proposed Budget 2022
Income	\$ 468,877	\$ 477,332	\$ 491,846	\$ 475,220	\$ 548,113	\$ 558,355	\$ 490,375
Expenses							
Administration	\$ 78,267	\$ 103,588	\$ 79,959	\$ 84,300	\$ 71,286	\$ 80,154	\$ 86,050
Payroll	281,579	329,300	318,304	339,828	275,024	343,678	352,394
Direct Costs	54,404	66,611	62,820	62,800	42,081	59,180	65,670
Other Expenses	6,495	7,382	8,557	5,775	6,213	7,416	8,395
Total Expenses	\$ 420,745	\$ 506,881	\$ 469,640	\$ 492,703	\$ 394,604	\$ 490,428	\$ 512,509
Surplus, (Deficit)	\$ 48,132	\$ (29,549)	\$ 22,206	\$ (17,483)	\$ 153,509	\$ 67,927	\$ (22,134)



## PAWLING FREE LIBRARY

### INCOME

	Actual 10 months to 10/31/20	Projected Year 2020	Audited Year 2020	Approved Budget 2021	Actual 10 months to 10/31/21	Projected Year 2021	Proposed Budget 2022
Town of Pawling	\$ 450,859	450,859	450,859	\$ 451,000	\$ 450,844	\$ 450,844	\$ 451,000
PPP					62,562	62,562	-
Local Library Services Aid	3,753	1,903	4,865	500	2,175	2,175	2,175
IMLS Grant (Ebooks)						2,000	8,000
General Donations	938	1,100		2,000	2,573	2,500	2,500
Donations-Other			1,091				
Annual Appeal Revenue	2,880	11,000	18,865	14,000	2,069	10,000	5,000
Annual Appeal Expenses			(1,607)	(4,000)		(1,600)	(4,000)
Annual Book Sale Revenue		-	(42)	-	20,028	20,028	16,000
Annual Xmas Book Sale				500	-	-	
Annual Book Sale Expenses	(2,572)	(2,000)	(2,622)	(1,000)	(6,134)	(6,384)	(6,000)
Corporate Grants	500	500	500	500			
Foundation Grants			5,000				
Donations & FR - Other							
Fine Money	1,431	1,750	1,804	1,000	2,483	2,600	2,000
Investment Income	816	900	3,055	900	458	540	600
Copy Machine	19	20	24	20	74	90	100
Computer Printing	1,417	1,600	1,700	1,600	895	1,200	1,500
FAX	473	500	601	750	377	400	500
Book Sales	334	400	688	450	3,404	4,000	4,000
Miscellaneous Income	3,452	2,800	1,122	1,000	1,305	1,400	1,000
Other In kind Service Income	4,577	6,000	5,943	6,000	5,000	6,000	6,000
<b>Total Income</b>	<b>\$ 468,877</b>	<b>\$ 477,332</b>	<b>\$ 491,846</b>	<b>\$ 475,220</b>	<b>\$ 548,113</b>	<b>\$ 558,355</b>	<b>\$ 490,375</b>

## PAWLING FREE LIBRARY

### EXPENSES

	Actual 10 months to 10/31/20	Projected Year 2020	Audited Year 2020	Approved Budget 2021	Actual 10 months to 10/31/21	Projected Year 2021	Proposed Budget 2022
<b>ADMINISTRATION</b>							
Accounting Fees	\$ 13,835	\$ 12,200	\$ 15,125	\$ 11,500	\$ 9,348	\$ 10,500	\$ 11,000
Consulting Fees		\$ 14,500					1000
Legal Fees							
Architects Fees							
Tech. - Circulation and Licenses	2,350		4,648	5,000	2,181	2,181	3,000
Computer Maintenance		5,000			79	79	500
Property Insurance	5,926		5,505	6,000	5,902	5,902	6,000
Trustees' Insurance	2,073	5,926	2,367	2,300	2,432	2,432	2,500
Workers Comp Ins.	2,259	2,073	1,192	2,500	2,270	2,270	2,300
Disability Insurance	433	2,259	278	500	1,489	1,200	1,200
Insurance - Other		500					
Office Supplies	3,837	4,600	4,308	5,000	2,694	3,500	4,500
Office Equipment & Furnishings		4,500					10,000
Property Maintenance	3,173		4,596	4,500	5,312	5,800	6,000
Janitorial	20,525	4,000	25,562	27,250	19,053	22,000	18,000
Repairs and Maint.	11,764	25,000	1,704	4,000	7,800	8,500	4,000
Water Charges	615	12,300	804	750	540	750	750
Sewer Charges	1,315	615	1,639	1,400	940	1,240	1,300
Electricity	5,367	1,315	6,570	7,000	5,749	7,000	7,000
Heating Oil	954	6,700	1,278	2,000	1,788	2,200	2,200
Telephone	3,841	2,100	4,383	4,600	3,709	4,600	4,800
<b>Total Admin.</b>	<b>78,267</b>	<b>103,588</b>	<b>79,959</b>	<b>84,300</b>	<b>71,286</b>	<b>80,154</b>	<b>86,050</b>

NOTE: Office Equipment & Furnishings:

Furnishings

Computers - 7 @ approx. \$650

## PAWLING FREE LIBRARY

### EXPENSES

	Actual 10 months to 10/31/20	Projected Year 2020	Audited Year 2020	Approved Budget 2021	Actual 10 months to 10/31/21	Projected Year 2021	Proposed Budget 2022
<b>PERSONNEL, DIRECT COSTS</b>							
Salaried personnel	\$ 183,636	220,000	\$ 217,877	219,682	178,652	221,729	233,207
Hourly personnel	42,772	50,000	44,843	52,067	41,616	53,118	53,457
FICA Expense	17,060	21,000	21,794	21,204	15,655	21,026	21,930
SUI Expense	775	900	1,026	1,000	2,241	2,400	2,400
PR Admin Fees	1,131	1,500	2,714	1,500	1,022	1,300	1,400
Health Insurance	35,580	35,000	28,334	44,375	35,733	44,000	40,000
HR Admin Costs	625	900	1,005		105	105	
EAP							
Staff Development			711				
MHLS Costs	6,433	6,433	7,775	7,000	6,176	7,410	7,800
Video Streaming Cost	1,851	2,500		3,000	2,372	3,000	3,000
DVD/Videos	2,360	3,500	4,446	3,000	2,014	3,000	2,500
Newspapers & Magazines	1,347	1,700	2,343	2,200	1,693	2,200	2,200
Books and Audio Material	9,818	11,000	18,325	11,000	8,683	11,000	11,000
Adult eBooks	9,528	12,500		11,000	5,693	11,000	16,000
Childrens Book Collection	5,095	6,500	6,899	7,000	4,897	6,500	7,000
Donated Books	4,577	6,000	6,282	6,000	3,235	6,000	6,000
Young Adult Book Collection	1,959	2,400	2,469	2,000	1,597	2,000	2,000
Reference Book Collection	109	150	195	150	123	150	150
Printing and Reproduction	238	350	296	250			
Archival Supplies & Services	1,265	1,400	1,256	650			100
Children's Program Fees			(17)				
Children's Program Expenses	3,169	3,700	3,732	3,000	2,452	3,000	3,000
Childrens - Other	849	1,000					
Young Adult Program Fees	(204)	(204)	-	(200)	(480)	(480)	(480)
Young Adult Program Expenses	1,438	2,000	2,986	2,500	1,007	1,500	2,500
Young Adult Other	250	250					
Adult Program Fees	(250)	(250)	(1,640)	(250)	(1,466)	(1,600)	(1,600)
Adult Program Expenses	4,640	5,750	7,473	4,500	4,085	4,500	4,500
Program Expense - Other	(68)	(68)					
<b>TOTAL</b>	<b>\$ 335,983</b>	<b>\$ 395,911</b>	<b>\$ 381,124</b>	<b>\$ 402,628</b>	<b>\$ 317,105</b>	<b>\$ 402,858</b>	<b>\$ 418,064</b>
Collections and Programs	54,404	66,611	62,820	62,800	42,081	59,180	65,670
HR	281,579	329,300	318,304	339,828	275,024	343,678	352,394
<b>TOTAL</b>	<b>\$ 335,983</b>	<b>\$ 395,911</b>	<b>\$ 381,124</b>	<b>\$ 402,628</b>	<b>\$ 317,105</b>	<b>\$ 402,858</b>	<b>\$ 418,064</b>

## PAWLING FREE LIBRARY

### EXPENSES

	Actual 10 months to 10/31/20	Projected Year 2020	Audited Year 2020	Approved Budget 2021	Actual 10 months to 10/31/21	Projected Year 2021	Proposed Budget 2022
<b>OTHER</b>							
Postage & Delivery	\$ 597	800	3669	800	1,688	1,900	2,000
Misc Expenses	590	850	157	1,000	22	250	1,000
Dues, Subs, Memberships	771	900	932	1,200	961	1,200	1,200
Bank Service Charges	342	375	622	375	475	575	575
Meals, entertainment					175	175	200
Travel	394	400	416	300	146	300	300
Rental Storage	824	1080	1004	1,600	1,250	1,520	1,620
Marketing Materials & Events	2,977	2977	1757	500	1,496	1,496	1,500
	<u>\$ 6,495</u>	<u>\$ 7,382</u>	<u>\$ 8,557</u>	<u>\$ 5,775</u>	<u>\$ 6,213</u>	<u>\$ 7,416</u>	<u>\$ 8,395</u>