

**Board of Trustees  
Minutes of Meeting  
February 10, 2022**

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

**Absent:** Virginia West, David Potter

**Call to order:** Meeting was called to order at 6:45 via zoom.

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

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

- Advocacy opportunity: NYLA is urging everyone to reach out to their state legislator to restore library funding to the level required by law.
- Motion by Amy to appoint Celinda Gomez as a library clerk, 2<sup>nd</sup> by Stephanie. All in favor.
- Since Governor Hochul lifted the mask mandate as of Feb 10, the library has also lifted its mask mandate for patrons. Staff are still masking when they are in a shared space. This rule will be reviewed by the Re-Opening Committee and (if necessary) the Personnel Committee.

Move to approve the director's report by Amy, 2<sup>nd</sup> by Susan. All in favor.

**Treasurer's Report:** A copy of the financial statement is available to all trustees upon request.

- Auditing Service. Motion by Patty to engage the services of Frank E. Malara, CPA, to prepare our IRS Form 990 and our audited financial statements, 2<sup>nd</sup> by Amy. All in favor.
- Key Bank Line of Credit. Motion by Patty to move forward with the small business 3-year line of credit offered by Key Bank, 2<sup>nd</sup> by Susan. All in favor.
- Bookkeeper. The bookkeeper position is currently open.
- Insurance. Motion by Patty to move to Emery & Webb as provider of insurance for the library, 2<sup>nd</sup> by Stephanie. All in favor. We will also revisit the levels of insurance coverage we want for the library.
- Treasurer's report moved to file.

**New Business:**

1. Buildings & Grounds Committee Update.
  - Motion by Amy to accept the proposal of Ed Hauser to be project manager for the construction of the new children's wing, 2<sup>nd</sup> by Megan. All in favor.

- Library heating system has been failing to provide sufficient heat when the outdoor temperature is low.
2. Centennial Committee Update.
    - Current focus is on gala planning: publicity and preparation for the auction. The Trustees will provide a basket of wine and chocolate for the auction. Invitations to the gala will go out in March.
    - Because of inflation, the fundraising target may need to be raised.
  3. Personnel Committee Update.
    - HR on the Move has submitted a proposal for their services. They will start by doing listening sessions to get feedback from the staff.
    - February is Love Your Library month. Every week so far, the staff has been given treats in appreciation. The Board will also be giving the staff fleece jackets with the library logo.
  4. Book Sale Committee Update.
    - Tentative book sale dates are May 7-8 and 14-15. The Committee is in the process of reserving space in Lathrop Center.
    - A big thank you to David Potter who has been selling some select higher-value donated books on eBay for the benefit of the library.

Motion to adjourn by Amy, 2<sup>nd</sup> by Megan. All in favor. Meeting adjourned at 8:00.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting March 10, 2022 @ 6:45 p.m.**

## **Director's Report**

New York State passed a law that open meetings can take place via Zoom for the duration of the pandemic.

The governor's mask mandate has been extended to February 10<sup>th</sup>. Though it was overturned in court, it remains in effect during the appeals process.

The annual report to the state is due February 25<sup>th</sup>. Normally I would try to complete it in advance of the February board meeting so that we could approve it then. However, because the state was late in publishing the report (and because my to-do list is even longer than it normally is this time of year), I won't have it done by the time the board meets in February. We can approve the report retroactively at the March meeting.

On our website we put out a Request For Proposals for a project manager for the Kid's Corner. I asked interested parties to respond by noon on February 10<sup>th</sup>, so that we could make a decision at the board meeting.

Governor Hochul has released her preliminary proposed budget, which includes a minor increase to general library funding (\$96M) and a decrease to construction funding for libraries (\$14M). The New York Library Association is urging everyone to contact their legislators and ask them to restore general library funding at least to the minimum level required by state law (\$106M), if not to an inflation-adjusted equivalent of the minimum (\$123M). Calling or writing a personalized letter to our elected officials is always most effective, but NYLA has also made it very easy to send a form letter from their website:

[https://www.nyla.org/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=58&MenuKey=advocacy](https://www.nyla.org/4DCGI/cms/review.html?Action=CMS_Document&DocID=58&MenuKey=advocacy)

## **Programming**

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

#### *Highlight of the Month: National Diabetes Prevention Program*

Through a partnership with Putnam Independent Living Services, in mid-January 2021, the Pawling Library began offering the National Diabetes Prevention Program to individuals concerned with preventing or delaying type 2 diabetes. This recurring monthly online program came to a close on January 13, 2022. Our host for the program was trained lifestyle coach, Lonna Kelly.

Over the course of a year participants were taught how to maintain a healthy diet, get the proper amount of exercise, manage stress, and stay motivated. Each person received ample support toward reaching their goals from our instructor and their fellow class members.

The National Diabetes Prevention Program had such a positive impact on its members, that they wished for it to continue. Our library has fulfilled their request by creating a similar program open to all who are interested in preventing prediabetes by staying on a path of making healthy

lifestyle choices. Thursday, March 3rd is the scheduled first meeting of The Diabetes Prevention Support Group. This online program will meet once a month from 6:30-7:30 pm.

We very much want to thank Lonna Kelly for all the good she brings to our library and community. Ms. Kelly is also contributing her talent as a photographer with a special ongoing program in celebration of our library's 100-year anniversary. Her program is called Altered Art: Images of Pawling whereby participants creatively modify postcards to their liking and return the altered cards to the library. Postcard artwork will be scanned and posted on the websites for the Pawling Library and [lonnakellystudio.com](http://lonnakellystudio.com).

### **Maureen Meltzer-McGrath, Young Adult Program Coordinator**

I joined the Pawling Library as Young Adult Program Coordinator the week of January 18th. Because of this timing, there were no programs for Young Adults during the month of January. My first two weeks were spent acquainting myself with the policies and procedures of the library, learning where materials are stored, uncovering files and sorting through bags & boxes. I reviewed previous programs and have scheduled a few new ones for February, March and beyond. These include a Valentine Craft Party for grade 6 & up. This will be a limited in-person event on 2/9 with the option of take-home kits. I have a few registrants for the take-home crafts. Also for February, on 2/25, I will host The Lost Mummy Escape Game, for a limited number of tweens. This program involved a series of sequential puzzles needed to "escape" the mummy's tomb. For early March, I will offer a creative writing program as a once-a-month meeting for 8th grade & up, using my background as an editor to offer guidance. I hope to be able to have a Battle of the Books team this year and I planning ways to promote the program to the community.

I have been spending some time on reviewing, hopefully reviving or re-thinking the Centennial programming. Working closely with Neena, I am learning about the children's programming that I will be involved with. My first program, the virtual Lego Club begins on 2/3 followed by a no-bake Valentine cookie craft to be held virtually. I will continue to work toward reestablishing contact with the young adult community through emails, social media, and reaching out to the local schools.

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

The winter 2022 programming cycle started January 24th. We will run 9 weeks.

Programming: We continue to focus significant energy on take-home kits and virtual content that families can use safely from home. Most in-person events have been put on hiatus until COVID numbers lower. A few outdoor/small group in-person programs are scheduled and will run as the weather allows.

- All: 3 kit programs (53 attendees) ; 1 live programs (7 attendees) and 0 in person (0 attendees)
- Parent/Caregiver Early Literacy: 1 kit (18 attendees), 0 live (0 attendees), and 0 in person (0 attendees)
- Early Literacy: 1 kit (13 attendees), 0 live (0 attendees), and 0 in person (0 attendees)

-School Age Programming: 1 kit (22 attendees), 1 live (7 attendees), and 0 in person (0 attendees)

Maureen has begun her children’s department hours by jumping right in to assisting with programming. She is doing a great job and I appreciate how willing she has been to get involved right out of the gate!

I was able to spend much needed time this January focusing on our collection. I’ve been able to update several more areas of non-fiction that needed attention. With the help of volunteers and the circ desk team, we shifted shelf space so that items can more easily be returned to the shelves in the Juvenile fiction section.

Photo: From our most recent kits for children ages 1.5-5 years old, taste-safe sensory snow. The dehydrated potato flakes act as a pretend snow that even children as young as 18 months can safely play with, since it’s okay if they put it in their mouths. Pictured is a kit for preschoolers, which included add-in snowflakes and cotton balls, plus a learning mat I made that features polar animals for kids to seek and find under the “snow” in their play trays. We created and circulated 17 of these kits this January, differentiated for the various stages and ages.



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

There are currently 8 active Homebound Services patrons. In January, I selected materials (books, magazines, or audio books) according to reading preferences and made 7 Homebound Service delivery/pickups – 3 trips to Deerfield Ponds, 1 trip to the King’s Apartments, 2 trips to the Village, and 1 trip to The Grand.

### **Personnel**

Celinda Gomez has accepted the position of library clerk. Her first day will be February 7<sup>th</sup>.

## **Buildings & Grounds**

The library annex was without heat on January 26<sup>th</sup> and 27<sup>th</sup>. Tri-County Plumbing came and cleaned the boiler to restore heat.

When the temperature is below 25 degrees, the library does not heat up until late afternoon. Tri-County has come twice, but by the time they arrive the building temperature has gotten into the sixties and they tell us that things appear to be functioning correctly.

Meunier & Sons replaced the shade on the front door of the library and the blinds next to Donald and Maureen's desks. They also moved the plaque which had been on the side of the building to the front.

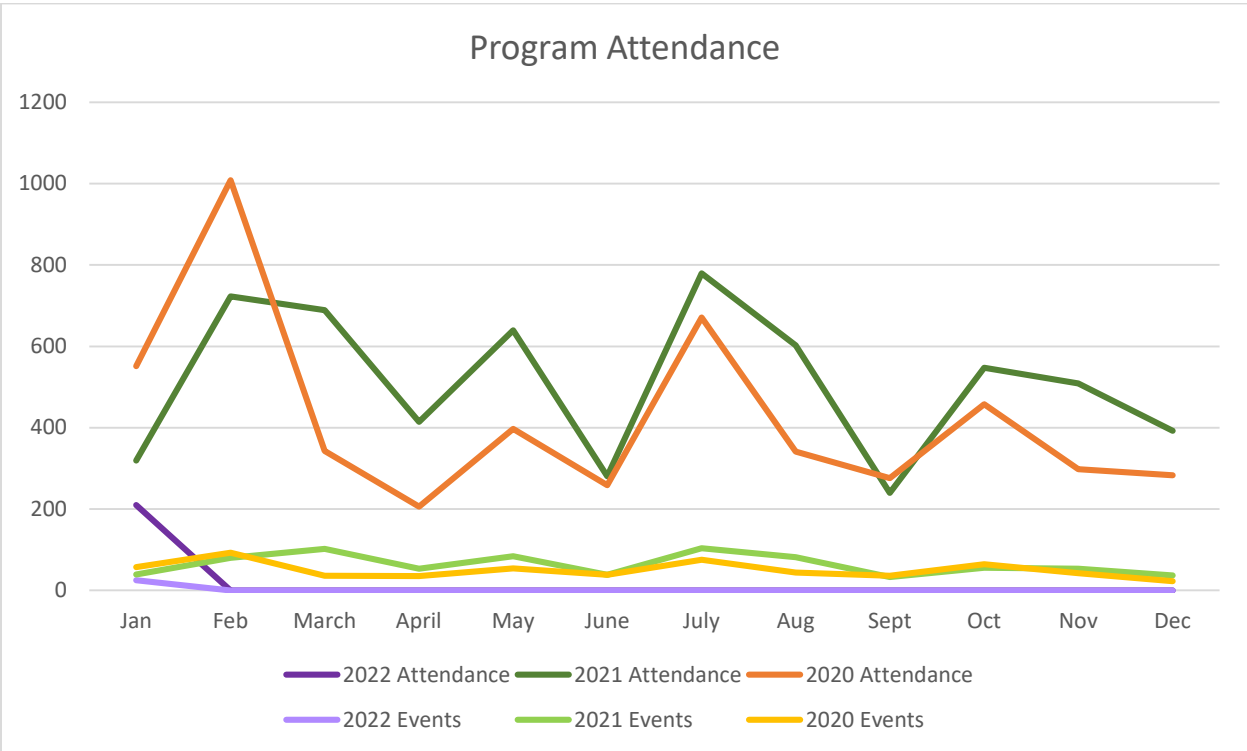
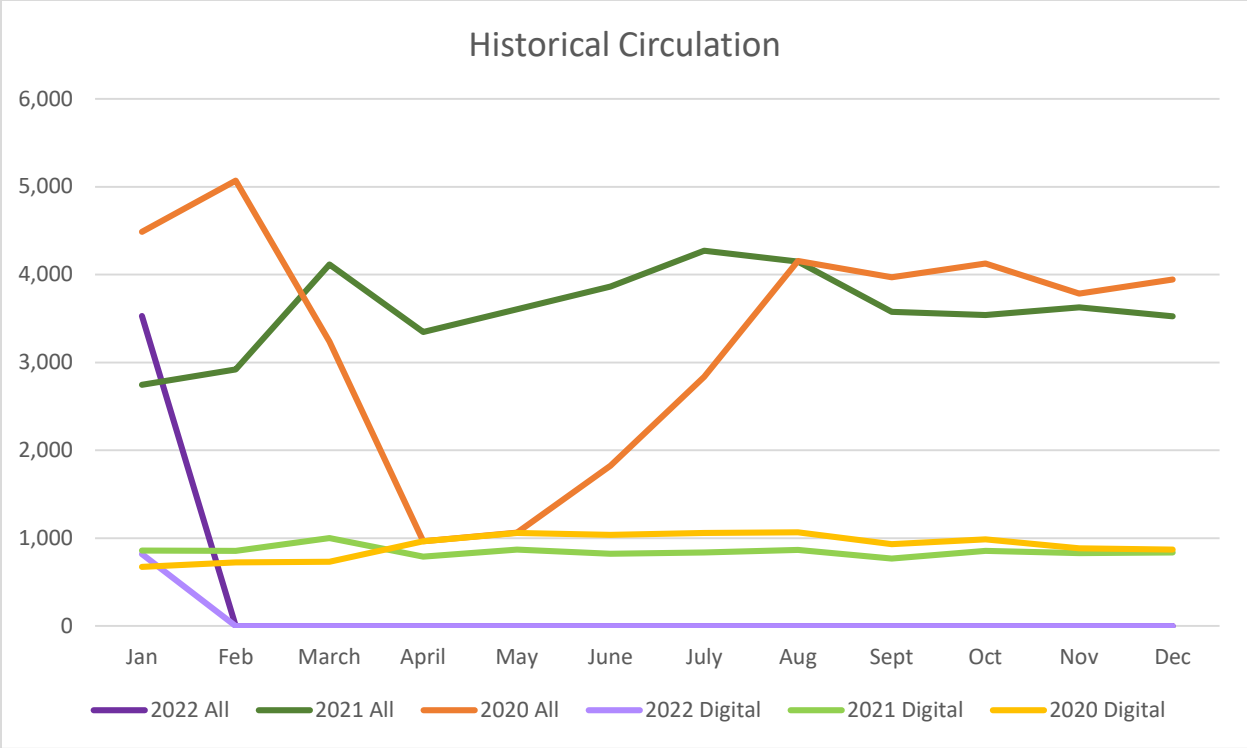
The Teenspace door is not opening or closing. JPL Glass and Storefronts came and looked at it, but has not returned to repair it.

## **Programming and Circ Stats**

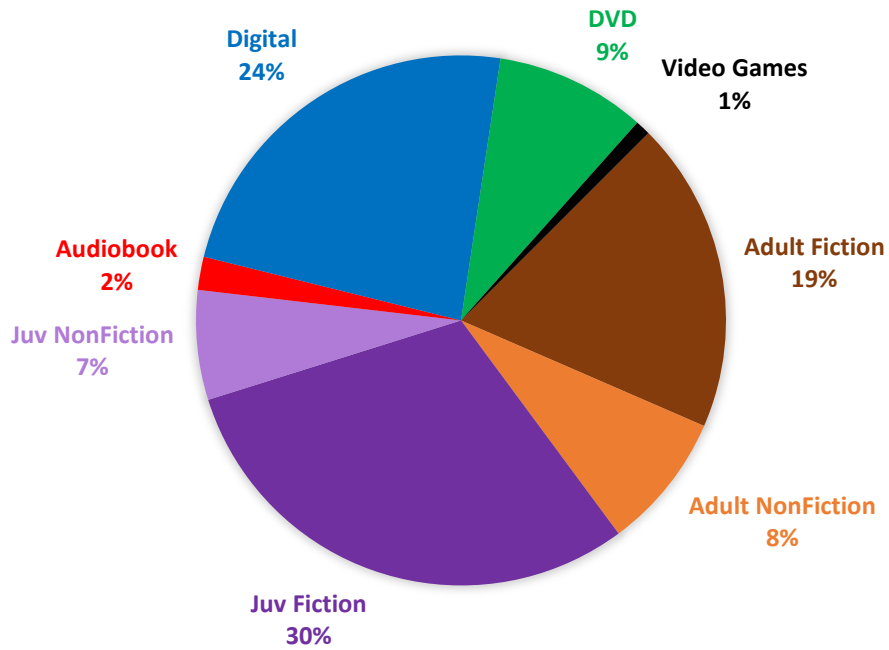
Now that we are in our third calendar year of the pandemic, the door count chart has become functionally meaningless. Other possible replacement charts like computer usage, volunteer hours, or wireless logins likewise tell more about the phases of the pandemic than about the way people use our library. If going forward you would like more monthly charts than just circulation and programming, please let me know what information would be helpful in keeping you informed.

In the checkout and collection size pie charts below, I am using the categories as defined by the state. This means that all books that are not part of the adult collection are counted as juvenile, from board books through young adult novels.

The numbers also underrepresent the size of our digital collection, as it does not account for any Kanopy or hoopla items that are available to our patrons but which nobody borrowed at any point in 2022. Overdrive items which did not circulate are included in the chart, however, which is part of why the digital collection appears so large. (My own rough estimate is that approximately three digital items are available to our patrons for every one physical item.)



## 2021 CHECKOUTS



## 2021 COLLECTION SIZE

