

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**September 8, 2022**

**Attendees:** Amy Emke, Stephanie McLaughlin, Karen Franco, Heather Fidler, Megan Burlington, Virginia West, Wanda Rusiecki, David Potter, Katy Fritts, Trinity Boscardin, and Donald Partelow (Interim Director)

**Absent:**

**Call to order:** Meeting was called to order at 6:46.

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

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

- Donald Partelow has taken over as interim director. He reported that the staff have been very supportive.
- The new photo ID card maker has been malfunctioning. The seller has been notified.
- Several trustees still need to complete the Sexual Harassment Prevention training.
- A new printer is needed for the library.

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

**Treasurer's Report:** A copy of the report was provided to all trustees and will be posted on the Library website. Move to file.

- Stephanie reported that the audit is almost finished.
- Motion by Stephanie to remove Brian Avery's name as well as the names of any persons no longer associated with the library from all existing library bank accounts, and to add Stephanie McLaughlin's name to the Director's account at Key Bank, 2<sup>nd</sup> by Wanda. All in favor.
- Stephanie has applied for an extension to the Learn-Play-Create grant.

**New Business:**

1. Buildings & Grounds Committee Update.
  - Motion by Amy to approve purchase of the printer that was recommended by our printer consultant, 2<sup>nd</sup> by Wanda. All in favor.
  - Motion by Stephanie to accept Verizon's estimate of cost to remove their line and telephone pole currently situated in the middle of the library property, 2<sup>nd</sup> by Megan. All in favor.
2. Book Sale Committee Update.
  - 2<sup>nd</sup> Saturday pop-up book sale will be held 9/10 on Charles Colman Blvd. The tables will be manned by Wanda, Nick, and David.

- Not all donated books end up in our book sales. This month, we selected and packed 5 boxes of novels to donate to Westchester Medical Center, Mid-Hudson. Also, we have 12 boxes of children's books ready for Wonderland Booksavers to pick up. We always set aside some pristine-condition children's books for Neena. Recently she gave out some of these books at her Pawling Elementary School event.
  - A sincere note of appreciation to Andy Kershaw, who has taken over the considerable task of transporting weekly the 15-20 boxes of packed books up to our storage unit in Wingdale.
3. Personnel Committee Update.
- A very productive staff meeting was led by HR-On-the-Move on 8/19. Several trustees attended.
  - Tom Clemmons has been working to resolve staff scheduling issues.
  - Wanda will be joining the Personnel Committee.
  - Stephanie has extended the deadline (to September 19) for candidates to apply for the position of library director.
4. Executive Session. Motion by Amy to go into executive session, 2<sup>nd</sup> by Stephanie. All in favor. Motion by Amy to come out of executive session, 2<sup>nd</sup> by Megan. All in favor. Motion by Amy to pay Donald Partelow, our interim director, at the additional rate discussed in executive session, 2<sup>nd</sup> by Megan. All in favor.

Motion to adjourn by Amy, 2<sup>nd</sup> by Wanda. Meeting adjourned at 8:00.

Respectfully submitted by: Karen Franco, Secretary

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

## **Interim Director's Report**

Brian Avery's last day as director of the Pawling Library took place on Friday, August 19. Mr. Avery was employed at the Pawling Library for a period of 6 years, and is now serving as director of the Mount Kisco Public Library.

- Shortly before Mr Avery's departure on August 19, a staff meeting was held and led by Jeanne Stewart of HR on the Move. Prior to this meeting, Ms. Stewart conducted one-on-one interviews with each staff member, including our now former director. In her interactive presentation, Ms. Stewart discussed most of the information that she had gathered from her interview sessions. Our library board of trustees were invited to attend this meeting. In attendance were Pawling board president Amy Emke, Secretary Karen Franco and Wanda Rusiecki. One staff member was not able to attend due to an illness. Slides from the presentation were emailed to the entire staff as well as library board President Amy Emke and Treasurer Stephanie McLaughlin.
- Due to the resignation of Board Trustee Susan Stone, library promotional material from our children, teen and adult programmers is now being submitted to Wanda Rusiecki for review and publication.
- Richard Harlin, of Harlin Computer Services, who had installed some of our new patron computers, was contacted later in the day on August 19 to inspect the library's color printer used by both staff and our patrons. The printer was malfunctioning and not printing from the correct paper tray. Mr. Harlin arrived at the library for a service call on Saturday, August 20. After inspecting the printer, he determined the cause of the malfunction was a broken lifting mechanism for the main paper tray. Since our printer model has been discontinued, Mr. Harlin recommended the most cost-effective solution would be to purchase a new printer. Mr. Harlin suggested purchasing the HP Color LaserJet Enterprise M555 printer. Detailed information on this printer was emailed to board President Amy Emke and will be reviewed with the Board of Trustees.
- On Sunday, August 21, we began receiving email statements from Amazon indicating that payments on orders are now being declined, and to verify or update the library's payment method. Our payment method, a Key Bank Debit Card, was canceled according to Treasurer Stephanie McLaughlin, when our former director, Brian Avery, took his name off the account. A new card was ordered by Ms. McLaughlin, and received and activated on Tuesday, August 30.
- On Tuesday, August 23, we received a shipment containing most of the pieces of our library's new computer table. We are waiting to hear back from account executive, Tiago Moraes, of OFI, of the estimated delivery date for the remainder of the order. Adrian Meunier, of Joseph Meunier & Sons, inc., was

notified when the shipment arrived. We have requested an update from Mr. Moraes.

- Information about our new Evolis Photo ID printer:
- The Pawling Library began issuing photo ID cards on August 17. Staff members were given a walk-through on how to operate the new photo ID printer. Only a week later, on Thursday, August 25, the photo ID printer began to malfunction and stopped printing cards.
- We are unable to locate warranty information, whether a service contract is in place, or how to contact tech support.
- A past due statement was received from Aptika, the company that provided the Evolis photo ID printer, on Friday, September 2. We reached out to Dominique Baptista from Aptika and apologized for the delay in payment. We reassured her that the past due payment information would be brought to the attention of the Board of Trustees and accountant. Also, we asked for direction on how to contact their tech support so we can resolve our photo ID printer issues.
- Although payment of the machine is past due, it would seem sensible to locate the warranty & service information and make sure the printer is working properly before the library funds the machine.
- It was reported that the library annex's air-conditioning system was not cooling properly. Tri County Plumbing & Heating was called, and a technician added coolant to the air-conditioning units on Tuesday, August 30, which remedied the situation.
- It is our recommendation that Circulation Manager, Tom Clemmons, be in charge of ordering the adult book collection until the position of director is filled. Working closely with our patrons, he knows just what materials the public would like to find on our shelves, from classics to popular fiction novels that are of value to our library and the library system. Mr. Clemmons has over 25 years of experience as an editor at Reader's Digest. A highly gifted writer himself, who has taught writing workshops, his intelligence, talent and kindly manner has been a great asset to our library over the past 3 years. His innate ability to select quality literary works for our collection will serve the Pawling Library well for years to come, and that's something to be very proud of.
- Mr. Clemmons has been reviewing the Pawling Library's staff scheduling that is in great need of reorganization. We very much appreciate the time and effort he has placed into this project, and equally appreciate our staff for their assistance. The comments below were provided by Mr. Clemmons.

- As discussed, I am currently coordinating with my part-time colleagues to create a proposed revised staff work schedule that would result in an expansion of hours for all-new part-time staff.
- A much-needed redefinition of the role of Circulation Supervisor is underway to the benefit of the entire library team. The purpose of the proposed revision is to increase overall staff efficiency; improve job development and job satisfaction and ensure talent retention to better serve patrons and the Pawling community.
- It would be a great benefit to our library if the new director was asked to maintain detailed records in digital and hard copy format (binders) of building and system maintenance schedules, business contacts for service contracts and equipment maintenance, and other details necessary for the smooth operation of the library when the director is unavailable. This would be especially useful in the event of a resignation, and would assist both the interim director and the incoming director, as well as the staff and board members, ensuring that the library is able to continue to run effectively in a director's absence. Detailed up-to-date information is crucial for maintaining day-to-day operations of the library successfully.
- Tremendous thanks is given to our entire staff. How fortunate we are that these good people are part of the Pawling Library. Their kindness, empathy and desire to help those in our community, and one another, touches many hearts each and every day.

## **Programming**

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

#### **Highlight of the Month: Latinos United in Pawling**

Our rescheduled program Latinos United in Pawling took place on Tuesday, August 30, from 7-8:30 pm at Pawling Recreation. We are very grateful to Pawling Recreation for partnering with our library for this very important presentation that brought families together to discuss the types of programs they would like to see offered in the community, as well as at the library. These programs have the potential to benefit all age groups in the Latino community. This interactive PowerPoint presentation was hosted by Inginia Jackson and Madelyn Ortiz from the non-profit organization Camino Al Éxito's Project for All. The entire program was spoken in Spanish. Pawling Recreation has given approval for more presentations in partnership with Éxito's Project for All which we will be arranging. Presentations with smaller participant limits will be held at the Pawling Library's annex.

We thank Inginia Jackson and Madelyn Ortiz for making such vital contributions to the people of Pawling and surrounding communities. We look forward to working with our partner organizations Éxito's Project for All and Pawling Recreation to provide programs that best suit our Latino community's needs and interests.

The biographies below were provided by our presenters.

Madelyn Ortiz has been an educator and advocate for multilingual learners and families for over 25 years. Ms. Ortiz's experience as a Bilingual and TESOL teacher has allowed her to engage in a variety of projects that promote language development for multilingual learners. Ms. Ortiz is a leader and pioneer in the planning and implementation of curriculum and school programming. Her engagement with families extends beyond the classroom, as she has collaborated with Neighbor's Link, a community based organization to offer workshops for parents on how to optimize learning during remote instruction and connect with school personnel to promote learning for their child. Ms. Ortiz engages in political action as a NYSUT representative, is an adjunct professor at CUNY Hunter College and is a regional delegate for NYSABE. Her work centers on advocacy for the multilingual community. Ms. Ortiz holds degrees and credentials from the City University of New York at Lehman College, College of New Rochelle and the College of St. Rose where she completed her Certificate in Advanced Studies in School Building Administration. Her work with Camino Al Éxito Project For All will help integrate the linguistically diverse community and elevate their participation to allow for voice and membership.

Inginia Jackson holds a Master Degree in Special Education and is currently a bilingual teacher at the Bedford Central School district. With a thriving passion to serve the community, Ms. Jackson has developed different community workshops for the Bedford Central School District to educate and integrate the Latino community. She is affiliated with Neighbors Links to speak about teachers' expectations in the early grades, and has also worked for a non-profit organization in the Westchester area to support U.S residents with their citizenship application process.



## Maureen Meltzer-McGrath, Young Adult Program Coordinator

Our summer teen programs continued for the first few weeks of August and Tech Tuesdays was the favorite of our regular attendees. We used Squishy Circuits (pictured below) and the teens felt challenged but thoroughly enjoyed the projects. We also used the Indi robots purchased with the Children's grant. The middle school-aged kids loved using the robots and devised all sorts of obstacles for them to overcome. I also used the robots for our English as a Second Language Summer School classes when they came to visit. Because of the ease of use and the fact that they are coded with color tiles, the students weren't intimidated by language. Our final Freestyle Friday event was Sea Creatures cartooning workshop led by Donald. The attendees (we even had a couple of adults sit in) were so creative and inspired with their drawings. Because these programs were such a success and loved by the teens, I'll be including many in our fall programming.

The Oceans of Possibilities Summer Reading Program exceeded our expectations and we reached a total of over 87,000 minutes as a community. We had our finale Ice Cream Party and the kids and teens enjoyed playing our yard games and trying out the new Nintendo Switch that was purchased for reaching our goals.

### Tech Tuesday Fun!



A grand prize winner!  
Polaroid Camera!



Fun & Games!



We reached our goal!





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

1. Programming Overview: There were 4 weeks of programs in August. I am extremely grateful to Carla for her invaluable work, allowing us to continue to offer a wide range of opportunities for families both in person and through kits.

2. Outreach: On 8/8 I stopped by Pawling Recreation's Summer Camp to host an outreach program for their campers. We learned about circuits and built with the library's Squishy Circuits. 36 youth (ages 6-14) and 6 counselors participated in 3 different sessions. On 8/27, Maureen, Julieta, and I set up an outreach table at the Pawling School District's New Immigrant Community Day (Dia de la comunidad). For a few hours, we gave out free books, shared information about the library's programs and services, and passed out library card applications. In addition, I led a bilingual storytime in Spanish/English for a group of children. We estimate that we reached around 23 adults, 21 children, and 13 teens with the program, which was a huge success! It was great to be part of such a welcoming event. I am extremely grateful to Julieta for coming in for an extra 2.5 hour shift to help at the event, so that we made sure we had a fluent Spanish speaker with us. She did a great job!

3. Volunteers: We were able to have more teen volunteers assisting in programs this summer than we have since the start of the pandemic. Though they are being reported on Maureen's monthly report, we had a group of 8 great volunteers who helped in various programs with kids ages 3-10 all summer long.

4. Grant programs: On 8/11, Doreen from Dutchess County Community and Family Services (DCCFS), who sponsored our Dutchess County OFCS Grant, stopped by for a site visit and compliance check. She was extremely enthusiastic about the ways we were using our funding. It was wonderful to get such positive feedback from those who had sponsored our programming. As part of this program, we will be publishing 12

books, written by area youth ages 4-12 years old. Take a glimpse at some of their work below!

5. End of Summer Celebration: Our summer reading program concluded on 8/27 at our Ice Cream Celebration Party. Over a two-hour window, 32 participants dropped in to enjoy ice cream, play games in the courtyard and try out the library's new Nintendo Switch in the annex.

6. Summer Reading Program: This summer's 2 month long summer reading program was by far the most successful program we've had since I started working here. 86 participants of all ages joined the program, reporting 89,823 minutes read. This was a 244% increase in the number of participants of all ages. The kids alone reported more minutes read this summer than all ages reported together last summer. Though we're not quite sure why the program was so much more successful, there's a few factors that made a big difference: Donald encouraged



his adult participants to report their reading and we acquired prizes specifically for the adult audience for the first time, Maureen did a great job drawing in new teen participants, and families are out and about more than they have been in the past few summers.



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

### **Volunteer Program**

During August, two volunteers provided shelving, shopping, weeding support, and other duties, as needed. Total: 17.25 hours.

### **The Grand and the Pawling Senior Friendship Center**

During August, 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 7 active Homebound Services patrons. In August, I selected materials (books, magazines, or audio books) according to reading preferences and made 3 Homebound Service delivery/pickups – 2 trips to Deerfield Ponds, and 1 trip to The Grand, including one donation from the PFL book sorters of 1 bag of large-print books for The Grand's Book Cart.