

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**October 13, 2022**

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

**Absent:** David Potter

**Guest:** Pat Duffy

**Call to order:** Meeting was called to order at 6:47.

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

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

- Richard Harlan, of Harlan Computer Services, recommends that our library update our network infrastructure with a more efficient system managed under one unified console.
- There was a router issue with our color printer and photo ID printer, but both are now functioning correctly.
- Move to approve the Interim Director's Report by Amy and 2<sup>nd</sup> by Wanda. All in favor.

**Treasurer's Report:**

- 414 Discussion and vote. The last 414 vote was in 2019. The current budget line is \$450,000 from the Town. Motion by Stephanie to not go for a 414 vote in 2023, 2<sup>nd</sup> by Virginia. All in favor.
- Chargeback Invoice. The Town has been billed by the County for a budget shortfall. The Library is, in turn, being billed for part of this shortfall.
- Insurance Rate increase. Health Insurance premiums are going up 5%.

A copy of the report was provided to all trustees and will be posted on the Library website. Move to file.

**New Business:**

- a. Director Search Committee Update. The Search Committee has interviewed three candidates for the position of director. Two of these candidates will be invited to come in for a second interview with more in-depth questions. Several staff members will participate in the second interview.
- b. Buildings & Grounds Committee Update
  - Computer Table. The missing parts have finally arrived.

- State Construction Grant for Kids Corner. We have been recommended to receive a \$140,000 grant. This will go a long way toward covering the increasing building costs.
  - Permit Issues (ADA Bathroom deadline). Amy will meet with the Village mayor to discuss the permit issues, as soon as the mayor is able to receive her.
- c. Book Sale Committee Update.
- 2<sup>nd</sup> Saturday pop-up sale in September, organized by Wanda, brought in a total of \$406.
  - Two boxes of donated children's books in good condition were sent to the Kentucky Board of Education for schools whose libraries were destroyed in recent floods. Postage for one box was donated by the Holy Trinity Episcopal Church of Pawling. Postage for the other was donated by Tom Clemmons.
  - Little Free Library box on the Appalachian Trail was restocked on Sept 16, and repainted by Andy Kershaw on Sept 27.
  - We plan to hold a Holiday book sale in the Annex December 2-4, as we did in pre-Covid years. Hours will be: Fri 5-8:30, Sat 10-4, Sun 11-2.
- d. Board Business. Trinity is interested in the position of Treasurer.
- e. Executive Session. Motion to go into executive session by Amy, 2<sup>nd</sup> by Megan. All in favor. Motion to come out of executive session by Amy, 2<sup>nd</sup> by Megan. All in favor.
- f. New Trustee. Motion by Amy to appoint Patrick Duffy to the Board of Trustees, 2<sup>nd</sup> by Wanda. All in favor.

Motion to adjourn by Amy, 2<sup>nd</sup> by Wanda. Meeting adjourned at 7:48.

Respectfully submitted by: Karen Franco, Secretary

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

## **Interim Director's Report**

We informed OFI that our library never received a date for when our new computer table tops will be shipped. OFI said the computer table tops would be shipped on Wednesday, September 14, and apologized for the delay.

Richard Harlin, of Harlin Computer Services, explained the router communication issue we were having with our color printer and the photo ID printer. Both printers are currently functioning properly. He also reviewed HP remote access through the web browser.

Mr. Harlin recommended that our library update our network infrastructure with a more efficient system managed under one unified console. "From what I have observed so far, I can say that the network infrastructure, which has grown piecemeal over the years, had become dated and is in need of standardization in order to provide ongoing security, stability, and maintainability, and to insure that future standards of performance and reporting can be obtained. In addition, the use of an older laptop computer which serves as a controller for the wireless network, as well as the control for the Cybrarian security software, introduces a single point of failure on a device which is not intended for continuous 'server' style operation and which provides no backup or redundancy in the event of failure. The net result of the laptop failure is that your wireless network, as well as Cybrarian, could both go down and become unmanageable at the same time, and would need to be rebuilt from scratch." In other words, if the above issues are not addressed, there is a real chance that the entire system will fail, and the library will become dysfunctional.

The benefits of replacing our outdated network are:

- Compatible, higher speed wireless / wired network, and web accessible.
- One network for administration, and one guest network for patrons.
- Provide essential statistics for library analysis, client tracking, and troubleshooting.
- Periodic firmware updates to all the equipment can be done remotely, reducing the need for on-site maintenance visits.
- The system will be upgradable and expandable as needed in the future with minimal reconfiguration.
- A high-speed network secure key device to provide remote web access for monitoring, reconfiguration, or support.

Richard Harlin would be happy to appear at a Pawling Library Board of Trustees meeting to explain to our board members in detail our library's need for an updated network. He has updated the networks for the following libraries: Pleasant Valley, LaGrange, Grinnell, Pine Plains, and the Tivoli Library.

We thank Andy Kershaw for replacing a broken latch in the window next to the library's restroom, and for taking down our sun sail, used for children's programming, in record time.

Mr. Harlin reported that the HP Color LaserJet Enterprise M555 printer that was approved for purchase is currently unavailable. He found another printer for us (HP Color LaserJet Enterprise M554dn Printer) that is less expensive, and will work just as well. The printer was ordered and installed by Mr. Harlin and is working perfectly. The staff is still using the old printer. It will be removed once the ink supply has been depleted.

On Monday, September 19 our library received the final shipment containing the remaining pieces of our new computer table. We were told that we now have all the parts necessary to assemble the table. Adrian Meunier was notified.

Richard Harlin disassembled patron computers on the evening of September 29 in preparation for the dismantling of our old computer table, and assembling of our new computer table the following day by Adrian Meunier, and his crew.

Adrian Meunier and his team disassembled the old patron computer table, and began assembling the new computer table on September 30. Upon inspection of the materials Mr. Meunier believes that not all the parts were present and therefore the table could not be assembled. Mr. Meunier has discussed the situation with an account executive from OFI. Mr. Meunier and our library are still awaiting an update on this situation.

Richard Harlin has had to postpone reinstalling our patron computers. In the meantime, adult patrons have been permitted to use the computers in the Teen Space. Our library's board president has been kept informed of these unfolding events.

## **Programming**

**Donald Partelow, Adult Program Coordinator**

**Highlight of the Month: 10 Warning Signs of Alzheimer's Disease**

On Tuesday, September 20 the Pawling Library welcomed back community engagement manager Joan Carl from the Alzheimer's Association. This was her first in-person presentation, since the start of the pandemic, and we were very happy to see her again. In her one-hour interactive PowerPoint presentation Ms. Carl highlighted the 10 common warning signs of Alzheimer's Disease. Among the many categories covered during her program were early detection of this debilitating disease and other forms of dementias, the diagnostic process and the benefits of proper diagnosis for the patients. Ms. Carl will return again on Tuesday, November 15, from 7-8 pm for her online presentation *Understanding Alzheimer's & Dementia*. We thank Joan Carl and everyone at the Alzheimer's Association for aiding so many people in our country, and hope that in the not so distant future we will finally one day have a cure for Alzheimer's Disease.

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

September was Library Card Sign-up Month and we had a raffle to celebrate those who got a new card. Throughout the month, we displayed four baskets of books as the raffle prizes (our patrons loved the display) and on September 30th, we drew the winning tickets. Some of the winners are pictured below.

September was a transition month for the children and teen programming so the actual events were fewer than normal. However, we had our Battle of the Books Regional Battle which was the culmination of all of the team's hard work throughout the spring and summer. Our team, called the Pawling Pirates, had six members from three schools. The Regional Battle was a "round-robin" competition between five teams and was held at the LaGrange Library. The day was exciting—and the first live event since 2019—with around 50 participants and their families gathering to cheer the teams on. Our team finished third in the competition, behind LaGrange and Beekman, both of which were experienced teams with many members.

Programming started at the end of the month. For the first time, we are offering a Middle School-age Homeschool program. I have 8 participants for this monthly program including one family who has not done any programming since COVID. For the first meeting, we made rockets and the results were hysterical. Like any science experiment, some of the rockets failed, some worked as planned and others were somewhere in-between. The kids literally had a blast!

We finished the month with Houdini's Secret Room, an escape game for tweens and teens. The winning team (Fox and Kasper) finished the three challenges with 11 minutes and 27 seconds to spare and the fourth and final team (Maddie, Scarlett and Lily) slipped in with only 21 seconds left! The game worked really well and the kids seemed to have a great time. I have another escape game planned for the winter session.

Looking ahead to October, the registration seems good for the YA programs in general. We are starting a community service program called VolunTeens next month and we have 12 participants signed up.



The Pawling Pirates (L to R): Bella, Mariel, Rylee, Maia, Aarav, and Cillian



Building rockets



Ready for liftoff!

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

1. Programming Overview: Fall programs launched on 9/24 with our collaboration with Rotary Fall Fest. There was one week of programming.
2. During the break... I was busy catching up! I was finally able to order the books and audio book players that were funded by our Youth Development

Grant, catch up on important grant paperwork, as well as undertake a long awaited weeding project.

3. Grant programs: At Rotary's annual Fall Festival on 9/24, we joined the fun, hosting a concert with the family friendly and educational Brady Rymer and the Little Band that Could. Brady is a three time Grammy nominee and a talented guy—we were lucky to have him perform at the event. Over 100 people joined to watch the concert, which we hope even benefitted the rest of the more than 600 guests at the fest by providing ambiance and festival spirit. Thank you to Rotary and Rec for letting us join the fun!
4. Homeschool Writes a Book: In another grant program, our homeschool club is working together to write and illustrate a book of their own. During our first meeting, the kids worked together to contribute to our awesome story! Maureen and I are trying to work together to accommodate our ever-growing homeschool population who have both teens and young children by hosting our kids and teens homeschool events in tandem, leaving time between the events for the kids from both groups to socialize together in the courtyard.

### **Photos:**

As families gather to listen, they dance along to the music!

Brady's biggest little fan (age 2) bravely moves close to the stage to see the action up close. It may look like a concert for one, but there's lots of other families sitting on the hill!

Close up of the band at Fall Fest for our Literacy Heroes: Brady Rymer and the Little Band that Could concert.





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

### **Volunteer Program**

During September, three volunteers provided shelving, shopping, weeding support, and other duties, as needed. Total: 14.75 hours.

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

During September, 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 September, I selected materials (books, magazines, or audio books) according to reading preferences and made 9 Homebound Service delivery/pickups – 2 trips to the Village of Pawling, 4 trips to Deerfield Ponds, 1 trip to the Hamlet, and 2 trips to The Grand, including 2 donations from the PFL book sorters of 2 bags of large-print books for The Grand's Book Cart.

### **Book Donation to Kentucky School District**

In September, on behalf of the PFL Book Sorters and in partnership with Holy Trinity Episcopal Church, I mailed two large boxes of books to the Letcher County

Kentucky Board of Education, which suffered the loss of three school libraries in recent severe flooding in the state.

