**PAWLING FREE LIBRARY**

**Board of Trustees**

**Minutes of Meeting**

**December 8, 2022**

**Attendees:** Stephanie McLaughlin, Karen Franco, Megan Burlington, Wanda Rusiecki, Katy Fritts, Pat Duffy, and Chris Fisher (Director)

**Absent:** Amy Emke, David Potter, Heather Fidler, Trinity Boscardin

**Call to order:** Meeting was called to orderat 7:25.

**Minutes of Previous Meeting**: Motion to approve by Megan, 2nd by Pat. 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:

* The statistics for library programs show the number of attendees at a level comparable to pre-pandemic times.

Move to approve the director’s report by Megan, 2nd by Wanda. All in favor.

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

* Budget 2023. Motion by Stephanie that the Board approve the 2023 budget as presented, 2nd by Wanda. All in favor.
* Motion by Megan to increase the threshold for capital expenses to $2,500 so that we can write off the new computers 100% this year instead of depreciating them, 2nd by Pat. All in favor.

1. **Public Relations Committee Update**.
   * The Annual Appeal letter will go out in late December.
   * Pat will interview Chris to create an article about our new director for *Pawling Living*.
2. **Buildings & Grounds Committee Update**. Motion by Stephanie to hire Liscum Mccormack Van Voorhis LLP to get us through the submittal and permitting process for the Kids Corner and the ADA-compliant restrooms, 2nd by Pat. All in favor. Stephanie reported that the Village is working with us to get the permitting process completed.
3. **Policy Committee Update**. Motion by Megan to edit the Policy Manual to expand the offer of dental benefits to part-time staff who work at least 17 hours per week, 2nd by Katy. All in favor.
4. **Book Sale Committee Update**.
   * The Holiday book sale was held on Dec 2-4. A big thank you to all trustees, to our new director, and to community members who volunteered their time and effort. The sale brought in a total of $540.50.
   * A big thank you to Virginia Flood of Drop ‘n Lock Storage in Wingdale for her generosity in continuing to donate storage space for our book sale books.
5. **Board Business**.
   * Motion by Megan to extend the current Board officers’ terms to the January 2023 meeting, 2nd by Wanda. All in favor.
6. **Holiday Gifts for staff** were discussed.

Motion to adjourn by Megan, 2nd by Katy. Meeting adjourned at 7:45.

Respectfully submitted by:  Karen Franco, Secretary

**Next Meeting: January 12, 2023 @ 6:45 p.m.**