

Pawlet Public Library  
Trustee Board Meeting  
September 4, 2018

Present: Mary Lou Willits, Janno Gay, Marty Kravitt, Kathryn Lawrence, Diane Mach  
Joanne Van Meter

Approve August Minutes: Marty approved and Janno seconded  
Approve Agenda

Treasurers Report: The Book Sale yielded \$13,890.00 and expenses were \$2376.00.  
Total Assets \$72,744.45  
Marty recommends getting professional financial advice to manage library funds.

Directors Report:  
Annual Work Plan Calendar has been compiled for August through December.

Library Savings Report: Mary Lou requested that all Board Members read Judy  
Coolidges report of September 2, 2014 and be prepared to discuss the report at the  
October 2 Board Meeting.

Operating Budget 2018-19: The operating budget for 2018-19 must be ready for the  
October 2 board meeting in order for the Board to review and approve it, and present it to  
the Select Board in November. Mary Lou and Kathryn will meet to discuss the budget.

The book order has been completed for August and September.

Gifts/Loan of Objects to the Library: Mary Lou requested that Board Members refuse to  
accept objects for loan or gifts for the library. Mary Lou stated that the library should not  
accept any objects due to the difficulty in caring for the objects and storage. The doll  
house, donated for the Children of Pawlet in 2007 has been returned to the family who  
donated it, after the family discovered that the doll house was moved to the stairwell of  
the library.

Staff Report: Mary Lou will cover Adeles hours while she is absent for two weeks in  
September. Additional volunteers are needed to be train to open and close the library as  
well as check out books.

Pawlet Select Board meeting of August 28: Mary Lou made a presentation to the Select  
Board about the Strategic Planning Committee for the library. They agreed to meet with  
the Strategic Planning Committee.

Library Ground Usage: Mr. Robin Chestnut-Tangerman, candidate for our State Representative had requested use of library grounds on September 8 for a political event. The Select Board approved the request. Jed expressed concerns that the Director must put in additional unpaid hours to accommodate outside groups while they are using the library facilities.

Adult Library Program: A Program and Exhibit on NE Regional Art will take place on September 16 at 3PM.

Strategic Planning: Jackie Becker will be added to the committee. Erica Freudenberger, Outreach and Engagement Coordinator for the Southern Adirondack Library System has planned a meeting on conducting group interviews for the Strategic Planning Committee on September 29. Erica also plans to conduct a session with our core group of volunteers on the same day. Mary Lou has requested that all board members complete the Community Resource Form and the Roadmap to Excellence.

Fundraising Dinner and Auction will be held on October 11 at the Barn Restaurant. A email or postal mailing will be sent out on September 11. This fundraiser will replace the two craft fairs and yearly calendar.

Annual Fund: Mailing will be sent out to patrons and donors to request donations for the annual fund. A quote from Express Copy for printing and mail service will be obtained and given at the October 2 Board Meeting.

Rare Books: Linda Welch has selected several rare books to be auctioned off at the Fundraising Dinner and Auction. A minimum bid will be set by Linda.

Reports by Janno

Fundraising Dinner and Auction Report : The dinner will cost \$25.00. Janno will set up a display at the library with pictures of all donated items to be auctioned at the fundraising dinner. Janno is asking each Board member to provide two donated items from local businesses.

Friends Committee Report: A mission and vision statement has been written and a statement of their role with the library. The committee is in the exploratory stage. They have determined that the Friends Group will be advantageous to the library. They need five members to complete the Friends Board. Additional volunteers are needed. The Friends Committee does have a registered name (Friends of the Pawlet Library, Inc.) file # and EIN # which just needs renewal.

Annual Work Plan has been completed for August through December. The Board Members have been asked to review the September calendar, and bring a sweet to the September 16 program.

New Business: None

Next Meeting: October 2 at 6PM

Adjourn

Respectively Submitted,

Joanne Van Meter  
Secretary