

Pawlet Public Library
Monthly Meeting of Board of Trustees
MINUTES
March 12, 2019

Present:

Trustees in attendance: Janno Gay, Diane Mach, Marty Kravitt, Sally Caras

Trustee absent but provided in absentia report and votes: Kathryn Lawrence

Library Director: Mary Lou Willits

Guests: Pawlet Library consultant: library outreach/engagement specialist Erica Freudenberger

Call to order: 6:13 pm

Approve February Minutes

Janno Gay approved the minutes, seconded by Diane Mach.

Addition to Agenda

On behalf of the Financial/Investment Committee, Janno moved to add to the agenda a motion to vote to formalize a PPL working relationship with the Vermont Community Foundation. This step follows substantial research by the committee and discussion by the full board, 2018-2019. Diane seconded the motion.

Approve Agenda

Janno moved to approve the February agenda. Move seconded by Diane.

Members Update

Pawlet voters supported board memberships for:

- Kathryn Lawrence for additional 3 year term (sworn in)
- Marty Kravitt for additional 3 year term (to be sworn in)
- Sally Caras for year 3 of vacated 3 year term (sworn in)

Treasurer's Report.

Absent Treasurer Kathryn Lawrence provided a monthly Treasurer's Report and financial update. Library Director Mary Lou Willits read the report and fielded routine discussion. All on track, no surprises.

Diane moved to accept Treasurer's Report. Move seconded by Janno.

Planning Committee Report: Pawlet Library Strategic Plan

Strategic Planning Committee Chair Mary Lou Willits presented an in-depth report "Strategic Planning Process and Timeline to Completion" to recap steps in developing a long-term action plan for Pawlet Library. Per the report: the goal of the strategic plan has been to produce a strategic, four-year plan to resonate with the library's community and serve as a dynamic, living document to guide decisions about library programming, funding, staffing, facility needs and other organizational considerations. Mary Lou reported on learnings from now-completed Phases 1 and 2 of the four-part plan and described next steps laid out in Phases 3 and 4. Broad discussion followed.

Diane Mach made a motion to accept the Strategic Planning Committee's vision and mission statements plus three agreed-upon service priorities. Sally Caras seconded the motion. The motion carried with yes votes by Janno, Diane, Sally and Kathryn Lawrence by proxy.

Financial/Investment Planning Committee

Janno reported on further discussions with Vermont Community Foundation. The board explored final considerations related to consolidating PPL funds in two accounts (separate investment and emergency funds) to be prudently managed by Vermont Community Foundation – with the goal being to provide PPL with improved growth opportunities and the benefits of professional money management. Treasurer Kathryn Lawrence's memo recapping PPL funds and the proposed move to VCF was read.

Following discussion, a board vote was called to formalize the move to open two PPL accounts with Vermont Community Foundation: 1) a PPL reserve fund of \$25,000 to be drawn from current PPL money market accounts, this being the minimum balance for opening a VCF reserve investment account; and 2) a smaller PPL account, to be dubbed the emergency fund, which will provide access with notice, as needed. The motion carried with yes votes by Janno, Diane, Sally and Kathryn Lawrence by proxy.

Adjourned: 8:05 pm.

Next meeting: April 2, 2019

Minutes submitted March 17, 2019 by Secretary Sally Caras.