

Pawlet Public Library
Monthly Meeting of Board of Trustees
MINUTES
July 7, 2019

Present:

Trustees in attendance: Janno Gay, Kathryn Lawrence, Sally Caras

Trustees absent: Marty Kravitt, Diane Mach

Library Director: Mary Lou Willits

Invited Guests: none

Attending: Eve Schaub

Call to order: 6:02 pm

Public Comment

Eve Schaub requested that the PPL board consider changing its year-round meeting schedule by either starting meetings earlier or changing the monthly meeting day. Her request is made to accommodate future visits by Pawlet residents who might wish to sit in on both Select Board meetings and Library board meetings, which now overlap once monthly. Typically (though not always), PPL's board meets on the first Tuesday of every month, at 6 pm. The Select board meets on the 1st and 3rd Tuesdays of the month, at 7 pm. The PPL Board will explore date options at an upcoming meeting.

Norms: A Review of Operating Norms

In June, PPL board member Diane Mach noted that Mettawee Community School's board of trustees has found it useful in board meetings to follow agreed-upon Operating Norms and a related Agenda Format modeled on those used by the Bennington Rutland Supervisory Union (BRSU). Diane offered to share the school board's structural documents with Janno. Following review, Janno felt it appropriate to give the Norms and the Agenda Format a try and incorporated trial use of both into the PPL's Tuesday, July 2 Agenda, which was issued on Friday, June 28.

Per the Agenda, topic categories introduced on a trial basis included: Public Comment (as introduction); A Review of Operating Norms; Unfinished Business; Reflection of Norms; and Public Comments (for discussion).

Approve Minutes

Janno Gay approved the June minutes, seconded by Kathryn Lawrence.

Approve July Agenda

Re Unfinished Business from June, Sally Caras asked whether she could bring up a Lift Plan thought for quick exploration.

Treasurer's Report

Treasurer Kathryn Lawrence provided a monthly PPL Treasurer's Report and financial update. All on track, no surprises. Kathryn provided status of PPL accounts and ongoing finetuning. Following discussion, the board agreed to vote in August re whether to consolidate a maturing

CD into PPL's reserve fund with Vermont Community Foundation. Move made by Sally and seconded by Janno.

Director's Report

Mary Lou provided her monthly Director's Report and walked the group through each item. A vote was initiated on one item: Sally moved that PPL seek buyers for an incomplete set (25 of 26 volumes) of Robert Louis Stephenson classics found in the basement. The 1921 set with uncut pages has never been checked out. The vote passed. Mary Lou will make inquiries.

Book Sale Committee Updates

Book Sale committee reports and updates occupied the bulk of the July meeting.

Book Sale PR: the following are now booked:

- . local TV and radio public service announcements and community bulletin board items,
- . newspaper calendar listings,
- . broadcast and print advertisements,
- . interviews with Mary Lou Willits and Jed Rubin
- Jay Luebke will post the Burma-Shave signs.
- Jay shot the PEGTV interview of Mary Lou: Book Sale PSA
- Banners are updated, posters and fliers are printed and going into distribution

Janno reported on Committee actions and provided detail related to:

- . Book Sorting, on track: led by Jed Rubin and Janine Seitz
- . Book Movers, strong teams are lined up to move books in, move remainders out
- . Category Section Teams, all set
- . Cashiers, lined up
- . Food Committee, lined up

Work Calendar

It was agreed to postpone discussion of the September Fund-Raiser details till August.

Unfinished Business

Prompted by June meeting discussion, Sally brought up "just an idea" for thinking about the lift plan. She described a hypothetical street-side exterior glass lift tower, using the idea as a vehicle for "other ways of viewing." The board casually walked the property (inside and out) to internalize the physical layout and better understand how the existing Lift Plan meets identified needs given building/site constraints.

Set August (and September) Meeting Dates

August and September board meeting dates will shift, due to member travel conflicts:

- August: moved to Monday, August 5, 6 pm
- September: moved to Tues, September 10, 6 pm

Adjourned: 8:18 pm.

Next meeting: August 5, 2019

Minutes submitted July 6, 2019 by Secretary Sally Caras.