

Pawlet Public Library
Monthly Meeting of Board of Trustees

MINUTES

March 10, 2020

Present: Trustees in attendance: Diane Mach, Kathryn Lawrence, Susan LaPorte, Marty Kravitt , Jacki Becker

Trustees absent: n/a

Library Director: Mary Lou Willis

Visitors: Elana Santos

Call to order: 6:00 pm, Mary Lou opened the meeting with a call to order as officers had not yet been selected.

Public Comment: None

Review of Operating Norms: The meeting began with Mary Lou's reading of the board's agreed-upon Operating Norms and Agenda Format as direction for new members.

Agenda: Mary Lou called attention to the March meeting agenda and called for any additions or changes. Change was put forward for Marty to have time for an agenda item following the acceptance of the agenda. Nomination and election of officers was moved to be addressed prior to the approval of minutes. March agenda as revised -motion to approve by Diane, Kathryn seconded.

Nomination and election of officers: Mary Lou discussed roles and responsibilities of secretary, and referred trustees to by-laws for additional information.

Nominations:

- Chair: Diane Mach nominated by Sue, Marty seconded-all approved
- Secretary: Jacki Becker nominated by Mary Lou, Diane seconded-all approved
- Treasurer: Katherine Lawrence nominated for additional term by Marty, Diane seconded-all approved

Minutes: Kathryn motioned to approve the February minutes, Diane seconded.

Executive session: Board entered into executive session for discussion.

Treasurer's Report Kathryn Lawrence presented an overview of the PPL Treasurer's financial report and update. Introduction to the Vermont Community Foundation fund for new trustees. PPL finances are on track, the library is in a stable financial position.

Director's Report: Mary Lou

- Monthly Library use and Interlibrary Loan report reviewed
- Community Connector report presented

- 2020 Work Plan was presented, reviewed and discussed-multiple community events slated, dates and responsibilities for trustees further outlined-Plan seen as a useful tool for keeping Board and Director on track with responsibilities and schedule throughout the year. Mary Lou is confirming the dates for scheduled events.
- Contact list of trustees updated. Discussion around orientation of new trustees. An all-day option in Killington in May was presented. Mary Lou will reach out to Lara Keenan about possible dates for on site orientation and connection with entire Board.
- Committee Chair discussion
 - Book Sale-Diane as chair
 - Dinner/Auction-Sue as chair
 - Nominating Committee-Marty as chair
- By-laws: have not been reviewed since 2009. Proposed changes introduced by Mary Lou after extensive research of various sources, including consultation with the Lara Keenan at Vermont State Library. Trustees will review and bring recommendations, if any, to April meeting for discussion and vote.
- Policies also need review-will begin with updating our current policies, Mary Lou will bring suggestions.

New Business

- Welcome new trustees
- Marty discussed need for improvements to the physical structure of the building. He will bring recommendations to next meeting as agenda item for discussion.
- Community Coordinator runs meetings the 3rd Wednesday of each month, next being 3/18 from 7-9. Some trustees interested in attending.

Reflection of Norms Read by Kathryn

Meeting adjourn. Motion by Kathryn, second by Sue

Meeting April 7th at 6 pm