

Pawlet Public Library
Monthly Meeting of Board of Trustees

MINUTES

December 1, 2020

Present: Trustees in attendance (virtual mtg): Diane Mach, Jacki Becker, Kathryn Lawrence, Marty Kravitt; Sue LaPorte Absent: none

Library Director: Mary Lou Willis

Visitor: Linda Welch

Call to order: 6:01 pm-Diane opened the meeting with a call to order.

Public Comment: None

Review of Operating Norms: The meeting began with Diane reading the Operating Norms.

Motion made to approve November minutes by Diane, seconded by Marty

Motion to approve December agenda by Kathryn, seconded by Sue

Treasurer's Report: Reviewed Funds: Reserve Fund and Endowment fund both slightly lower, not unexpected

Director's Report Children's Project -Wednesday classes, 2 sessions completed in November. Interest remains and will be revisited after the Winter Holiday Season.

Catherine Hunter is doing tutoring for two homeschooling families with 2 children each. Sessions done at different times with appropriate social distancing guidelines adhered to. Mary Lou will monitor demand for this service and revisit if becomes an issue.

Annual Fund Appeal: Mary Lou would like to commend Sara Young for stepping it on short notice to complete the letters and have them printed out and ready for Mary Lou. Mary Lou, Adelle and volunteers will do the mailing on Friday, once all letters have been signed and returned.

American Library Association Grant is pending-awaiting last letter of recommendation from community official. If received, this money will be designated to Sarah's salary and her work around a newly formed Pawlet Volunteer Network.

Kathryn Lawrence presented our budget request for funding for Community Connector to the Select Board-there were no questions and decision is pending.

New Books have been ordered and a new computer was obtained out of necessity.

Visitors have averaged 6 adults/1 child on the days that the library is open for browsing with COVID restrictions in place. Staff is comfortable with the current plan. Curbside service being used slightly less than October, and Interlibrary Loans at 51 items.

Community Connector's Report: The transportation Grant was received, and funds will be supplemented by the town as agreed. Sarah will serve as the Municipal Project Manager. Mary Lou will

look into a press release to present the background of this project and the successful grant application news to the town.

Book Sale: Jed's barn is closed for donations until April. Approx. 300 boxes have been sorted and covered with plastic. Arrangements will be made for disposal of unwanted books/cardboard etc. with Rutland County Solid Waste.

Goal will be for 800 boxes of books. Strong Volunteers will be needed when time to move the books.

Maintenance: Communication with Select board regarding the maintenance issue with the Library. Diane shared the email regarding the Library Grounds/Stairs and roof guards-these are town property so Select board responsibility.

Phase II Reopening: Continue as is: Curbside Wednesday 1-5, Saturday 11-1

Browsing Tuesday 11-6, Thursday 10-5 (15-minute max)

Online and audiobooks

Mary Lou will arrange for staff in building to be working at significant distance from each other.

Motion from Diane to continue as above, with Director discretion if the need to shut the browsing option arises. Seconded by Sue. All in favor and motion carries.

Work Calendar:

Board succession: Marty is nominating chair. It is time for consideration of continuing terms, positions. Diane plans to run for second term, no other terms up this year.

Mary Lou will write a summary for the Town Report and email to Board for Diane to approve.

Instruction for Annual Appeal letters: Board members to pick up their packets tomorrow, sign and drop off as soon as possible.

New Business: none

Old Business: Holiday "Pawlet -Light up the Town" Diane is working on this project and will reach out for volunteers. Planning scaled back due to current Governor's orders around Coronavirus. Consider gift bag give away. Mary Lou has plans to decorate the library. Mary Lou will send press release about activity once details settled.

Public comments: none

Reflection of Norms: read by Mary Lou

Meeting adjourned @ 7:02

Next Meeting January 5th, 6 pm