

Pawlet Public Library  
Monthly Meeting of Board of Trustees  
MINUTES

August 1, 2023

Present: Trustees in attendance: Harley Cudney, Grace Larson, Heather Lund, Kathryn Lawrence, Joni Lee

Lyndsi Barnes, Library Director

Community Members: Linda Welch, Jeanine Seitz

Call to Order: 5:32 Harley calls to order.

Public Comment: No public comment at this time.

Review of Operating Norms: Harley goes over these, provided by Lyndsi.

Review of July Minutes: Heather motions to approve, Kathryn seconds, all agree.

Approval of Agenda: Heather motions to approve the agenda, Kathryn seconds, all agree.

Secretary's report: Grace has nothing to report. Harley brings up the need for thank you notes for volunteers for the book sale, and Grace agrees to help with these.

Bob Morlino regarding public emergency heat shelter:

- Bob (emergency management director of town of Pawlet) reports that he has phone numbers to call if the library needs to be opened for emergency heat shelter outside of normal operating hours (Sunday and Monday daylight hours).
- As emergency management director, he is in contact with state emergency resources, as well as contacts in New York state, which are closer geographically.
- The library is a good resource for heat respite during the hottest part of the day.
- There is a phone alert system in place for emergencies, as well as a facebook page with information, and an email list (which the town clerk has as well).
- Bob will be notified by the state if there is a heat emergency, which is rare, and will coordinate with library staff and the board if extra open hours are necessary.
- Firehouse should have a key to the library – Grace motions that this should be ensured, Heather seconds, Lyndsi will make sure that the fire department (in care of John Weiss) has the correct key.
- Lyndsi will make sure there is an extra water canister on hand in case of emergency.
- Bob and Harley will also check (with fire department) that there is an operating carbon monoxide detector in the library.

Treasurer's Report:

- End of July report is not in yet.
- Booksale
  - o \$125 in cash was left over from last year.
  - o Sally Cleveland reported approximately \$677 in revenue from bake sale, with \$76.20 in expenses, so about \$600 net.

- 21 people donated items for the bake sale.
  - **Lyndsi and Harley will check with Sally Cleveland to ensure that “in kind” donation forms were filled out, and that thank you notes will be issued.**
- The book sale in total grossed over \$14,000
- Once expenses are recorded we will have a final net amount.
- **Expenses will include the following:**
  - **Approximately \$70 in printing costs for advertising.**
  - **The following will be dispersed:**
    - \$300 to Jed Rueben for assistance and use of his facility
    - \$200/per school custodian
    - \$200 to 4H club
    - \$100 to school PTO
    - **Total bills from Casella (for dumpsters)**
- **Thank you notes should be written – Harley and Grace will do this?**
- Next year – the Pawlet and West Pawlet Fire Departments may be willing to help with set up, we should check with them.

Director’s report –

- Lyndsi sent a form letter to the board for help in asking for donations for fall raffle.
- For circulation numbers – Lyndsi will check with GMLC to see if we can get monthly numbers for audio/e-books used by Pawlet library patrons. We already have these numbers for Kanopy users.
- Lyndsi goes over upcoming events, as reported in a handout – including a Second Seed Saturday August 12, Ben Ana Band Reunion August 19, and a Neighbor to Neighbor Open House August 23.
- Loop system grant has been awarded, Lyndsi is looking into getting a quote for installation, and taking quote to Select Board. Possible modifications to the building need to be established before Select Board approval.
- Lyndsi has been working on a partnership with Merck Forest & Farmland for a fall children’s project.

Harley suggests a party to celebrate volunteers for the library sale – possibly August 19<sup>th</sup>? He will look into catering and tent possibilities. Can we use the town green? Or upper level of town offices.

Thoughts for next year’s Book Sale:

- There should be less pizza for Wednesday evening (more of a snack, not dinner for volunteers – 8 was too many, maybe 4 or 5, depending on how many volunteers commit).
- Thursday breakfast worked out well, quantity was good.
- Lunch platter should be provided on both Saturday and Sunday.
- Also – cookie platter or such should be provided for Saturday lunch.
- Also more (individually packaged) chips should be purchased for both Saturday and Sunday.
- Lyndsi suggests that Sunday bag sale should be priced at \$10, not \$7 next year. All book sale prices should be evaluated and revisited next year.

- Joni suggests that we should ask for library sale volunteers sooner, and include information regarding timing/needs/etc. This information should be available to board members as well (a "Run Book") to help facilitate volunteer help for book sale specifically so volunteers know when to show up and what they can do to help.
- Harley has a schedule used by Mary Lou in the past, and we will update and distribute next year to help schedule volunteers.

#### Fall Auction:

- Heather has sent an extensive list of ideas for potential donations, and has sent a document detailing them to the board.
- Board members will get donations by August 15<sup>th</sup> and provide them to the library by then.
- Grace will send an email August 10<sup>th</sup> to remind board members to do this.

#### Library Security Protocol:

- Lyndsi has been working on writing up a security protocol, to send out to library staff and volunteers, to ensure that staff and patrons are safe in case of emergency.
- This will include locking protocol, and protocol alerting members and staff of library closures.

Harley will put together a calendar for future library board meeting (with mindfulness of not conflicting with Select Board meetings).

8:10 pm Heather motions to adjourn, Kathryn seconds, all agree.

Note: Next meeting is rescheduled so as to not to conflict with Select Board meeting.

Next meeting September 12, 5:30pm at the library

Dated August 7, 2023 by Grace Larson, secretary