

Pawlet Public Library
Monthly Meeting of Board of Trustees
MINUTES

July 5, 2023

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

Community Members: Jed Ruben

Call to Order: 5:31 Harley calls to order.

Public Comment: No public comment at this time.

Review of Operating Norms: Harley goes over these.

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

Approval of Agenda: Kathryn motions to approve the agenda (with the addition of using the library as a cooling station), Heather seconds, all agree.

Secretary's report: Grace has nothing to report.

There is no Director's report.

Treasurer's Report:

- Kathryn reports the end of fiscal year amounts in the checking account, the growth fund, and the reserve fund.
- Annual appeal was successful.
- Over \$6,000 was spent in programs, budgeted at \$2,000, with \$3,000 revenue – so while we were about \$1,000 over budget, it is important and other areas were underspent. Assistant to Librarian was underspent, while Technology budget was slightly overspent.
- It is asked if we can include use of audiobooks and e-books for the annual report to more accurately reflect library usage? Grace will ask Lyndsi if this information is available.
- Supplies were quite a bit over budget. We don't have a line item for Capital Expenditures – is this something we should add? Where should costs for items such as chairs and bookshelves be allocated? Capital Expenditures should be added as a line item in the next budget.
- Grant expenses were underspent, so we will have a surplus for the 2024-2025 budget.
- Heather will make sure her work email is added to be informed of warrants needing signing.

Annual Book Sale Committee Report –

- There was a meeting of the book sale committee June 27th.
- Joni and Heather have been advertising for the sale in local papers, and an add and story will be running July 22nd. Heather has had posters and flyers printed, and the board will help distribute them.
- Food for book sale:

- Kathryn will check on options from the Wells Country Store for sandwich platter for Saturday lunch (for approximately 25 ppl).
- Sally Cleveland is organizing for bake sale.
- Kathryn will check with Price Chopper about pizza Wednesday evening.
- Jed mentions that Sheldon's sometimes donates to the fire department, Kathryn will check to see if they want to donate anything.
- Kathryn will check with Stewarts about ice cream
- Coffee is coming from Mach's, and Kathryn will get coffee for refills during the day.
- Heather will let the school know when the 6th graders can help packing books.
- Board members will contribute items for Saturday breakfast (15-20 ppl).

Fall Auction

- Heather will check with Lyndsi to see if we have a letter to provide to prospective donors.
- Heather has an extensive list of ideas for potential donations, and will send a document detailing them to the board.

New Business

- Lyndsi will confirm with Bob Morlino that the library can be opened on request as a heat emergency site.

7:31 pm Kathryn motions to adjourn, Heather seconds, all agree.

Next meeting August 1, 2023, 5:30pm at the library