

Pawlet Public Library
Monthly Meeting of Board of Trustees
MINUTES

September 12, 2023

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

Community Members: Linda Welch

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

Public Comment: No public comment at this time.

Review of Operating Norms: Everyone agrees to them.

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

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

Secretary's report: Grace has nothing to report, but will help Harley when thank you notes are needed.

Treasurer's Report: Kathryn reports on amounts in various funds.

- Joni asks about the possibility of putting some of our (currently) excess funds into a CD to earn some interest.
- Joni makes a motion to research putting a small fund into a 6 month CD, Heather seconds, all agree.
- Harley suggests that we should check with Julie to see what the town does, and if they have recommendations.
- Harley points out that funding for the accessibility program (if we need to match grant) is still unknown, so we have to keep that in mind when thinking about funds availability.
- Kathryn points out that since we have more funds than we have often in the past, we need to make sure we are giving back to the town. Heather mentions that perhaps funding for more programs would meet this goal.

Director's report –

- Lyndsi is absent, but has sent her report to the board. Discussion ensues on the following:
 - o Attendance for the Second Seed Saturdays has been somewhat poor, it's a great program, what can we do to promote/advertise it more?
 - o Read All About It
 - How to get the newsletter to actually show up in subscriber's inboxes? Harley will investigate this.
 - Parts of it also doesn't always seem particularly relevant – perhaps it should include more about what's new at the library (new books, etc.), which would bring in more patrons.
 - o Heather wonders if maybe the library should advertise in a local newspaper?
 - o We should ask Lyndsi to clarify when Tech Time actually is and what it costs the library, as well as attendance.

- Lyndsi has been working on a new logo – Harley will ask her to provide a copy for the board to approve before it is adopted.
- New website in the works – the board should be given an opportunity to view it and test its usability before it goes live. Heather points out that among other things fonts are important, and should be viewed by multiple eyes/viewpoints before we commit to them.
- Tech Loop system – we need to know the cost to the library/town, and any physical changes to the library needs to be approved by the library/town. There should be a site visit by the installers before any work is done.
- Linda suggests that new books should be listed/advertised on the website.
- We need to continue discussing library closures during normal hours.
- Auction – Lyndsi and Heather have done a lot of work on this, it looks good, Harley will check again with Telescope.
- Volunteer Training –
 - We should set up a training date for volunteers – hopefully Lyndsi can identify at least 2 dates that would work for her in October.
 - Volunteer opportunity not to be publicly advertised, but several people (including Kathryn, Heather, Grace, and Jacki Becker) expressed interest, and this could be a meaningful support for the library.
- Library Policy
 - Harley hasn't been able to locate the personnel policy file, Linda finds it, Harley will review and meet with Joni to review it and see if it needs changes (and check with town policies if needed).
 - Bylaws also need to be reviewed – Heather and Harley will do this.
 - Library Director's annual review is past due – Harley and Grace will do this.
 - All 3 of these committees will meet before next board meeting.

Committee enters Executive Session to discuss personnel matters.

7:48 Joni moves to leave Executive Session, Heather seconds, all agree.

Meeting adjourned.

Next meeting October 10, 5:30pm at the library

Dated September 16, 2023 by Grace Larson, secretary