

Pawlet Public Library
Meeting of Board of Trustees

MINUTES

March 11, 2025

Present: Trustees in attendance: Lauren Herbert, Grace Larson, Joni Lee, Cori Rail, Sue LaPorte

Members of the public present: Linda Lynton, Hannah Herbert, Bob Herbert, Nina Eve, Adelle Santwire, Janine Seitz, Linda Welch, Barbara O'Connor, Martha Schoenemann, Noreen Hennessy, Carol Schoenwetter, Jed Rubin, Ruth Lampi, Lucy Norman

5:30 Call to order

- Cori reads Operating Norms.
- Cori reads the Vision and Mission Statement.
- Agenda –
 - o Cori asks to remove action item of signing code of ethics, after discussion this is withdrawn.
 - o Grace motions to add approving the February 25 minutes, Joni seconds, motion carries.
- Public comment: None.
- Organization:
 - o Election of Officers:
 - Lauren nominates Cori for chair, Sue seconds, motion carries.
 - Lauren nominates Grace for secretary, Sue seconds, motion carries.
 - Sue nominates Lauren for treasurer, Joni seconds, motion carries.
 - o Code of Ethics:
 - Sue motions to sign the code of ethics that Cori has extracted from the Bylaws. Joni seconds, motion carries.
 - o Posting locations:
 - Grace motions to designate the Library, Pawlet Post Office, West Pawlet Post Office, Town Hall, and the library website as official posting places, Lauren seconds, motion carries.
 - o Paper of record:
 - Lauren motions to designate the Rutland Herald as the paper of record for legal notices, Joni seconds, motion carries.
 - o Establishing committees:
 - Nominating committee – unsure if we want to have one, will discuss this in the future.
 - Book sale committee – Grace will be the point person on this.
 - Fund raising committee – Joni will be the point person on this.
 - o Establishing regular meeting dates and times:
 - Lauren motions to hold the regular library Board of Trustees meetings at **6pm** on the first Tuesday of each month, unless it conflicts with the Select Board meeting, in which case it will be the second Tuesday of the month. Grace seconds, motion carries.
 - o Bylaw amendment:
 - Lauren motions to vote on adding the office of Vice Chair to the Bylaws at the next regular meeting, Grace seconds, motion carries.
- Secretary's report:
 - o Nothing to report.

- Lauren motions to accept the minutes from February 11th and 25th, Sue seconds, motion carries.
- Treasurer's report:
 - Sue motions to approve the warrant, Grace seconds, motion carries.
 - Cori goes over budget update for FY25 actuals. This should be done quarterly going forward.
- Grant update:
 - Joni reports that the AARP accessibility grant she has researched had a deadline in early March, it didn't make sense to pursue it this year, but we will be well positioned to do so next year. It also makes sense to see what happens with the larger town grant before coming up with a proposal.
 - Libraries transforming communities grant (\$10,000 which we have been awarded):
 - Joni has been in communication with Laura Siegel, Vermont State Director of Deaf, Hard of Hearing, Deafblind Services about the best way to move forward with this grant. She has also been going over the online grant orientation.
 - Sue and Lauren express interest on being on the committee for the town MERP grant.
 - The fundraising committee should look for grants as part of their mission.
- Job descriptions and hiring:
 - Joni will email the evaluation rubrics she has to Board.
 - Lucy states that the library letter in the Town Annual Report was misleading and disappointing as it did not address the issues the library has been facing.
 - Martha would like to see something about the Director being the welcoming face of the library, and believe in the mission statement and vision of this library.
 - Library Director:
 - Lauren motions to adopt the job description as amended with the revisions the Board has discussed. Joni seconds, motion carries.
 - Assistant to the Librarian:
 - Lauren motions to adopt the job description as amended with the revisions the Board has discussed. Grace seconds, motion carries.
 - Community Resource Coordinator:
 - Grace motions to adopt the job description as amended with the revisions the Board has discussed. Joni seconds, motion carries.
 - These job descriptions, as approved by the Board, are included in the addenda of this report. **This is for informational purposes only.**
- Book sorters:
 - Need volunteers! Need adults for book sorting Tuesdays from 9-11, movers and unloaders July 23 4pm, and book unpackers and table organizers July 24 9am. Also need volunteers to help pack up and move remaining books on Sunday afternoon.
 - Lucy points out that postcards with the volunteer network were effective.
 - Cori will talk with Nina about publicizing volunteer needs.
 - Local businesses have had volunteers help in the past, they need to be contacted.
 - The school needs to be reserved for the last weekend in July (Wednesday – Monday). Grace will do this.
 - Should look for organizations that will take excess books.
- Discussion of policies and evaluation are tabled.
- Adelle:
 - Reports on circulation (numbers are up) and programs.
 - Board members who want should get their own entry codes to the library, Adelle can assist with that.

- The library needs a new printer. Adelle will purchase one up to \$250 (including warranty).
- Nina would like to set up Venmo for donations. We also need to figure out a better point of sale system for the library sale.
- Cori will bring report to the Select Board.
- Reflection on Operating Norms.
- Public Comment: None.
- Grace motions to adjourn, Sue seconds, motion carries.

8:49 Meeting adjourned.

Next regular meeting: April 8, 2025, **6:00 pm** at the Pawlet Library.

Dated March 16, 2025, Grace Larson, Secretary

Addenda:

Pawlet Public Library

Job Description

POSITION Library Director

SUMMARY The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library, and for carrying out the policies adopted by the Library Board of Trustees. They act as the library spokesperson, promoting the use of the library by all members of the community and fostering good working relationships with town government and organizations in support of the Library's vision and mission.

SUPERVISION The Library Director is hired by and is responsible to the Board of Trustees. The Library Director acts within the budget approved by the Board of Trustees to hire other paid library staff. They supervise and evaluate all other library staff and volunteers.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the Community

- Develops and maintains services that reflect and respond to the interests and needs of the town as identified in the Library's Strategic Plan, including:
- Long range planning in conjunction with the Board of Trustees
- Collaboration with community groups, local schools
- Developing and maintaining procedures for the smooth running of the library
- Developing a collection of interesting materials in various formats, print, audio-visual and electronic
- Providing reference, interlibrary loan, readers' advisory and referral services in collaboration with staff members
- Helping the public use library materials and technology
- Developing programs which appeal to a variety of ages and interests
- Developing outreach and other services that extend the library's reach into the community
- Developing and organizing displays and exhibits
- Promoting and publicizing the library's services and resources, including the website and other social media platforms
- Reporting any building maintenance and safety problems to the Trustees
- Overseeing the scheduling and use of meeting spaces
- Keep apprised of developments in the field of librarianship through workshops, journals, etc.

Support and Execution of library policy

Follows policies adopted by the Board of Trustees, makes suggestions for changes as needed, and proposes ideas for the future, including:

- Maintaining the policy file, passing policy information on the staff, and answering the public's questions about policies. Update policies as needed
- Maintaining a close working relationship with town government

Spending budgeted funds

Spends and monitors budgeted funds in a responsible manner, including:

- Working with the Board of Trustees to develop an annual budget for adoption by the Board
- Helping the Trustees present an annual budget request to the town, and answering questions about library expenses as needed
- Follow the system to track expenses throughout the year so that no shortfalls are encountered
- Reviewing bills and passing them along to the treasurer for approval or payment
- Receiving cash donations, fees and other funds and pass them along to the treasurer
- Arranging for the use of the most cost-effective and/or operations-effective vendors
- Writing grant proposals as appropriate
- Cooperating with Trustees on library fund-raising activities

Supervising and training staff and volunteers

Trains, schedules, and evaluates all staff and volunteers, including:

- Reviewing and revising existing job descriptions and developing new ones as necessary, for Board approval
- Teaching library policy and procedures to staff and volunteers, making sure each understands their individual responsibilities
- Scheduling, organizing, encouraging, and supervising all staff members and volunteers
- Recruiting staff and volunteers as needed
- Developing a procedure manual, emergency procedures, and other aids for staff and volunteers
- Evaluating all staff performances

Formal Reporting

Provides regular, written reports of library activity for the Board of Trustees, the town, and the state, including:

- Collecting, reporting, and analyzing library statistics
- Preparing monthly written reports for the Board of Trustees
- Completing occasional reports, surveys and requests for information from state and federal library agencies and associations
- Preparing the annual statistical report and standards application for the Department of Libraries
- Attend regular board meetings

Other duties as assigned

MINIMUM QUALIFICATIONS

A candidate without a degree in Library Science will be considered if willing to earn certification as a public librarian within five years through the free State Library Certification program. Proficiency with Microsoft Suite and library software are necessary. Imagination, a creative approach to problem-solving, and a sincere interest in people are essential.

Revised March 11, 2025

Pawlet Public Library
Assistant Librarian Activities

Interlibrary Loan:	Processing patron requests for books from other libraries, through Clover, and for our patrons. Keeping records of the books we have received and sent out. Picking up and dropping requested books off at the Poultney library for courier pickup/drop off. Monthly courier report.
Covering books:	Adding a protective jacket to books from wear and tear. Making spine labels.
Weeding:	Books that have not been checked out 5 to 10 years need to be removed from shelves.
Adding and Deleting:	Processing new books in the Koha system or deleting weeded books.
Book Displays:	Keeping displayed books rotated based on holidays, seasons, interests, and books that have not been checked out recently.
Facebook, emails:	Posting messages to promote Library, checking for feedback, answering messages.
Patrons:	Helping patrons to find books, checking books in and out, computer and printing usage, answering questions.
Organization:	Keeping books shelved, organized, straightened and placed in order of the call numbers.
Assisting:	Assisting Director in all areas of need, creating signage, helping with events, classes, book clubs, mailings, covering shifts, etc.

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Pawlet Public Library
Community Resource Coordinator
Job Description
17 hours per week @ \$17/hour

Purpose

The Community Resource Coordinator takes a leadership role in facilitating Town and community organizations in working together while sharing information and resources with each other and the community. The purpose of the position is to increase the organization's effectiveness, share resources, inform the community about events and initiatives, attract more people to public service, and support the public library by managing fundraising campaigns. This position is supervised by the Library Director, who evaluates activities according to the goals and objectives of the library's Strategic Plan.

Role and Responsibilities

- Develop, coordinate, and manage quarterly meetings of Town and community organization leadership.
- Develop and maintain an effective work relationship that is sensitive to the individual differences and diverse population in a rural community.
- Develop and maintain a close relationship with Town and community organization leaders.
- Support organizations in identifying and accessing resources to promote organizational capacity building.
- Determine and direct appropriate methods of communication and information sharing.
- Participate in leadership and volunteer recruitment.
- Document activities and create monthly reports for the Library Director and Library Board.
- Supports the Library Director by managing the Spring and Fall Annual Appeal Campaigns, gift acknowledgements, and the donor database.
- Supports the Library Director by managing the Raffle by Mail Fundraiser.
- Manages the library's website and social media platforms to promote programs and events.
- Assists the Library Director by attending events and covering shifts, which includes managing the circulation desk.
- Performs other duties as required by the Library Director.

Qualifications

- A degree in Communications, Nonprofit Management or Business Administration is preferred.
- Background in social work, public administration, library reference, or nonprofit management.
- Understanding of community development principles and practices.

- Expertise in fundraising management.
- Expertise in website management and social media platforms.
- Ability to effectively navigate print and digital media.
- Ability to manage database functions.
- Excellent written and verbal communication skills.
- Ability to interact effectively with diverse individuals, groups and agencies.
- Problem solving, moderating and negotiation skills.
- Strong leadership abilities.

Key Activities and Partnerships

- Monthly meetings with heads of Town and community organizations.
- Database of Town and community organizations.
- Manages the Pawlet Volunteer Network.
- Town of Pawlet monthly e-news collaboration and promotion.
- Manages the library's primary fundraising activities and maintains the donor database, DonorSnap.
- Serves as the social media/website coordinator, managing the design and maintenance of the library's web page, and social media platforms.
- Familiarity with Rutland County service organizations.
- Familiarity with regional, county and state agencies with expertise in economic development, transportation, natural areas and affordable housing.
- Leadership recruitment for public service.

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