

Pawlet Public Library
Meeting of Board of Trustees

MINUTES

April 8, 2025

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

Members of the public present: Linda Lynton, Hannah Herbert, Adelle Santwire, Janine Seitz, Linda Welch, Barbara O'Connor, Noreen Hennessy, Jed Rubin, Lucy Norman, Gordon Dossett, William with PEGTV

6:0 Call to order

- Cori reads Operating Norms.
- Cori reads the Vision and Mission Statement.
- Agenda –
 - o Lauren asks to remove item 7b (Budget update with new staff salaries for FY25 & FY26).
 - o Joni motions to approve the agenda as amended, Sue seconds, motion carries.
- Public comment: None.
- Organization:
 - o Bylaw amendment:
 - Lauren motions to add the office of Vice Chair to fill in for the Chair when the Chair is unable to. Sue seconds, motion carries.
 - Lauren nominates Sue to be Vice Chair, Joni seconds, motion carries.
- Secretary's report:
 - o Nothing to report.
 - o Joni motions to accept the March minutes, Sue seconds, motion carries.
- Treasurer's report:
 - o Grace motions to approve the Warrant, Joni seconds, motion carries.
 - o Lauren and Cori are working on the transition process.
 - o Joni asks if we should be using something like Xero for bookkeeping, Lauren will look into this and see if it would complement Julie's bookkeeping.
- Grant update:
 - o Libraries transforming communities grant (\$10,000 which we have been awarded):
 - Joni and Grace are working on setting up a community meeting to discuss possibilities, with a tentative date of April 26th.
 - Cori will ask Nina about helping with publicity for this.
 - If the grant is used for anything to do with the building we will need to bring it to the Select Board.
- Committee Reports:
 - o Book Sale:
 - Grace will continue to coordinate with the sorters and anyone else involved.
 - Cori and Nina have been discussing publicity for the sale, they will take lead on this. Last year it was announced on facebook and FPF.
 - Lucy asks if we should advertise further afield. Joni suggests Seven Days, Adelle suggests radio stations.
 - Grace has arranged with Bay State Books to pick up remaining books after the sale.

- Linda Lynton – thinks someone should be going through the donated books to see if they should be added to the library's collection. Some people may want to donate to the collection, not the sale.
 - Trash – Lauren motions to ask Grace to reach out to cancel service with Casella and set it up with Martelle's, Sue seconds, motion carries. This should be starting April 22nd and needs to be put on hold in the fall once fall sorting is done.
 - Grace will post notice on FPF stating that donations for the book sale will be accepted Tuesdays 9-11 beginning April 22nd.
 - Fundraising Committee:
 - Should have a warned meeting to discuss this.
 - Nina should be a part of this, Cori will include her in setting up the meeting.
- Succession Plan Webinar:
 - Cori will ask if she can share the recording with the rest of the Board.
- Security:
 - There have been nuisance phone calls at the library.
 - How are we keeping the building secure and employees safe?
 - Perhaps there should be coordination with volunteers so opening and closing isn't done by one person alone.
 - There is discussion of cameras. Sue will ask what is done at the Town Hall and ask the VT Department of Libraries about best practices here.
 - Do we need better lighting outside? Perhaps a light on a timer?
 - Grace motions to ask Sue to check with the town regarding lights and camera, Joni seconds, motion carries.
 - Board members still need to get personal codes for the door.
- Evaluations:
 - We need evaluations for Board, Director and Staff, as well as a volunteer agreement.
 - Lauren motions to ask Cori to approach Rhonda Schlangen to hear about her experience/recommendations for board evaluations, Sue seconds, motion carries. Hopefully she will be willing to speak to the board about this.
 - Sue motions to ask Cori to approach the Select Board about having the town lawyer look over contracts/job descriptions/evaluations, Lauren seconds, motion carries.
 - How often should reviews be done?
 - Annually, then with a 6-month review. This would provide continuity. We could also have a probationary period with more frequent reviews.
 - There should be a mix of numerical check list and long-form, self-evaluation and goals need to be included. Several different examples are considered.
 - Sue motions to have the Library Director Evaluation from the John. G. McCullough Library be the basis for our working document, Grace seconds, motion carries. Grace will type this up and send to everyone.
 - Volunteer evaluations? We should have a personnel file for each volunteer with signed code of conduct.
 - Lucy points out that volunteering is based on community and trust, we don't want to do anything that would discourage anyone.
 - Joni motions to implement the evaluation form from the Vt Department of Libraries, with a third column added for 6 month review, as the working document for Staff evaluations, Sue seconds, motion carries.
 - Timeline – Cori will bring a proposal for this to the next meeting.
- Window washing:

- Lauren put the job out to bid and got one response, who then failed to follow up.
 - Sue motions that Lauren carry on with getting someone to wash the windows, Joni seconds, motion carries.
- Library report to the Board:
 - Adelle goes over statistics, programs, etc.
 - Lightbulbs in bathroom need to be changed! Hannah volunteers to do this (Thank you Hannah!).
- Cori will bring report to the Select Board.
- Reflection on Operating Norms.
 - Joni suggests that reports such as the Director's report or other items requiring input from community members should be held early in the meeting to respect their time.
- Public Comment:
 - Gordon – is there a timeline for hiring a Director?
 - Cori – timeline will be discussed next meeting.
- Lauren motions to adjourn, Joni seconds, motion carries.

7:54 Meeting adjourned.

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

Dated April 13, 2025, Grace Larson, Secretary