

Pawlet Public Library
Meeting of Board of Trustees
DRAFT MINUTES
August 12, 2025

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

Members of the public present: Linda Lynton, Adelle Santwire, Linda Welch, Janine Seitz, Gordon Dossett, Hannah Herbert, Bob Schoenemann, William with PEGTV

6:03 Call to order

- Cori reads Operating Norms, and asks for less cross-talk, as it makes it difficult to hear the recording.
- Agenda –
 - o Cori asks to delete item 12 – there is no meeting with an attorney. Cori discussed this with the attorney, but decided it wasn't necessary. Some board members would like to have this discussion.
 - o Lauren – no budget update in treasurer's report.
 - o Sue motions to approve the agenda as amended, Lauren seconds, motion carries.
- Public comment:
 - o Linda W. – Asks about the brass handles for the doors – Sue: someone with the planning commission is going to come through to assess for ADA compliance.
 - o Bob S. -Asks if there have been applications for the Director position. Cori answers yes, we will discuss this in executive session then inform the public.
- Secretary's report:
 - o Nothing to report.
 - o Lauren motions to accept the July minutes, Joni seconds, motion carries.
- Treasurer's report:
 - o Lauren reports a total of \$13,083.39 from the book sale.
 - o She doesn't have totals yet from the post card fund raiser, but the total deposit for the month was over \$14,500 (including book sale).
 - o Donation through Stripe still seems to have issues, Lauren will discuss this with Celeste when she is back in October. This might be an issue with our website not being secure.
 - o There is a discussion about the robotics class – Adelle reports that Anne Marie would like to present at a board meeting to clarify what we might need for funding, and Joni will share what she has for a fundraising ask. Adelle reports that there were 12 students total, and more expressed interest in an October class.
 - o Grace asks about getting upper windows washed. What has been done looks great, but can we get the upper windows washed? Lauren – we would need to get a carpenter to dismantle the upper portions of the storm windows to do this. This would not have to be done every year and is worth looking into. This was probably last done around 2000. Lauren will investigate this and ask Jessica if the MERP grant (which might involve window efficiency) might involve this. The board has already asked Lauren to take on window washing, so asks her to continue with this.
 - o Grace motions to approve current warrant, Joni seconds, motion carries.
- Library report to the Board:
 - o Adelle goes over statistics, programs, etc.

- Adelle and Nina have come up with a fundraising idea – a raffle with monthly drawing, \$5/ticket or \$60/yearly drawing for something donated/procured by the board. Tickets could be sold at the desk. If 100 people bought a year's worth of tickets that would be \$6,000. We will discuss this further.
- Monthly newsletter – there was some controversy about it, but it is agreed that this should be continued, and it is a job for the community coordinator (in concert with Adelle). This is helpful to encourage participation with the community.
- Joni – this would normally be the meeting that we would start planning the fall raffle.
- Library rentals: The Slate Valley group that has been using the library is a non-profit, so they will be charged the non-profit rate of \$5/hour after hours. Otherwise the regular rate would be \$10/hr, or free of charge if it's during normal hours.
- Joni – we should have a donation box, and maybe the ability to specify what the donation goes towards. A physical box is a good visual reminder.
- Booksale debrief:
 - Total number was good, slightly larger than last year.
 - Lauren might have notes re: what was gathered from cash boxes.
 - The bake sale made something over \$600.
 - Rare books about \$1,200+. Somewhat lower than last year? They were included in the box sale this year. All credit card purchases had to be made in the main room, so were included in those sales.
 - Sales of framed prints were about \$80, the remainder of the prints are now in the library basement, Heather was maybe interested in selling them, we would need to work out an agreement.
 - We need a donation/resale policy in place for this. Cori will talk to Merrill about this.
 - Adelle – if we do prints next year they should be set up in the entry way for more prominence.
 - Lauren – this should be part of a larger conversation about selling merchandise.
 - Thank you – Grace will send a FPF thank you.
 - Lauren will write a note to Chris, leave it at the library for signatures from the board.
 - Linda W. – St. Gobain sorters paid for all the books they took; they should get a thank you.
 - Adelle – bake sale donations?
 - Grace asks for \$258.42 for reimbursement for food, cash box, and tip to Bay State Books.
 - Breakdown of payments for book sale:
 - \$200 Bill
 - \$100 Cindy
 - \$400 Jed
 - \$200 4H
 - \$50 Mettawee 6th grade
 - \$200 Mettawee school
 - Grace will drop off signs with Frank @ VT Signworks
 - Linda – signs didn't get put up on 133
 - Lauren – signs should have better addresses
- Bay State Books – reported that approximately 20% of the books they receive are recycled, the rest are reused at various places including resale, schools, nursing homes, VA, etc.
- Donation of paintings:
 - Sue emailed Carlos, didn't hear back, will try contacting him again.
- Libraries Transforming Communities Grant:
 - Joni has an appointment with Laura Steigler on Monday to go over best practices etc. re: accessibility.

- Unclear still if this grant can tie into MERP grant.
 - Do we need to contact VT historic preservation trust?
- MERP grant:
 - Sue nominates Lauren and Grace to be the library's representatives, Joni seconds, motion carries.
- Lauren motions to go into executive session to discuss matters relating to employment of a librarian at the Pawlet Public Library. Sue seconds, no discussion, motion carries.
- Sue motions to leave executive session, Lauren seconds, motion carries.
- 8:15 leave executive session.
- A decision was made to move forward with the hiring process.
- A short list of 5 applicants will be asked to submit answers to written questions.
- Hiring committee:
 - 4 community members expressed interest in being involved.
 - Some board members want to ask 2 members of the public to be involved, which was originally stated.
 - Gordon asks if they will be part of the hiring process? Yes, but they will be advisory, not voting parties.
 - Hiring Committee will be the board, the community members will consult.
 - Sue motions to ask the 4 interested community members to consult on anonymous answers to the written questions, Lauren seconds, motion carries.
 - The board will have a meeting next week to decide on the written questions. Community and board member will consult on these questions, and then in person interviews will be scheduled.
 - Grace will email the short list of candidates and the community members interested in being involved in the hiring process.
- Reflection on Operating Norms.
- Sue motions to adjourn, Lauren seconds, motion carries.

8:55 Meeting adjourned.

Next Special Meeting: August 19, 1 pm at the Pawlet Library.

Next regular meeting: September 9, 2025, 6:00 pm at the Pawlet Library.

Dated August 17, 2025, Grace Larson, Secretary