

Pawlet Public Library

Monthly Meeting of Board of Trustees

MINUTES

October 10, 2023

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

Community Members: Lyndsi Barnes, Linda Welch

Call to Order: 5:35 Harley calls to order.

Public Comment: Heather will be gone for the next two meetings, can perhaps attend the December meeting via zoom.

Review of Operating Norms: Kathryn reads these, everyone agrees to them.

Review of September Minutes: Joni motions to approve, Heather seconds, all agree.

Approval of Agenda: Harley would like to add board training scheduling to the agenda, Kathryn motions to approve the agenda, Grace seconds, all agree.

Secretary's report: Grace has nothing to report.

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

- Final numbers for the past fiscal year are in.
- Memorial gifts were generous, putting incoming funds higher than expenses.
- Yoga is bringing in money.
- Grants and annual appeal were successful.
- Kathryn has looked into investing some funds, but more research is needed.

Director's Report:

- Lyndsi reports on library programs, both ongoing and upcoming (including a book discussion Oct. 17, Pawlet tech time, etc.).
- Annual Halloween parade will be held on Saturday the 28th, with refreshments at the library following.
- Lyndsi has been working to set up a meeting with New England Hearing Loop to discuss implementation of the grant-funded Loop system, perhaps on October 19th.

Website:

- Lyndsi will train Adelle and Nina for website editing.

- Apparently, there are two library Facebook pages, Lyndsi will check with Adelle and delete the outdated one.
- Lyndsi has developed a new logo for the library with the website designer and will forward it to the Board to see.
- Once the website is ready there will be a presentation for the Board and community members. Heather suggests that we could maybe combine this presentation with a library tech time.

Volunteer Training:

- Lyndsi will work with potential volunteers to set up volunteer training to facilitate evening hours. A trial period of 5-7pm on Wednesdays will be adopted, with evaluation of its efficacy after 6 months.

Budget request from Town General Fund (due to the Town by October 17, 2023):

- Since Adelle and Nina received raises last year, the Board will not request pay raises for them this year. This will be reconsidered when putting together a budget for the next fiscal year.
- There is a discussion about the title "Community Coordinator".
 - Lyndsi explains how the position has morphed from it's original grant-funded position into what it is today. The current position was reduced from 16 to 12 hours per week, and duties included some circulation desk hours, as well as "other duties as required". The Coordinator has also done the children's Story Hour.
 - The Community Coordinator currently keeps the website updated, does a monthly check-in with local organizations regarding volunteer opportunities and community resources, and is looking into organizing a quarterly potluck to facilitate connections and cooperation.
 - The possibility of doing away with this position and instead asking the town for funding for building improvements is suggested (fixing the steps, for example). There is some discussion about the hours personnel are paid relative to the hours the library is open (48 hours paid, 27 hours the library is open to the public).
 - It is agreed that the position should remain, but the duties performed should be accurately reflected in the title, so "Community Resource Coordinator" is suggested.
- It is agreed that the Board will ask the Town to pay for an extra hour of time for Adelle.
- Lyndsi has requested a raise.
 - She received a raise on 7/1/22, which was a condition of her accepting the job. She is now asking for \$25/hour.
- Joni motions to warn another meeting to discuss library staff salaries, Grace seconds, all agree.
 - This meeting will take place Monday 5:30 pm.

Board training discussion is tabled to a later date. It will be 1-2 hours; Lyndsi will suggest possible dates to the Board.

8:25 Joni motions to move to Executive Session to discuss personnel matters, Kathryn seconds, all agree.

8:45 Executive Session ends, meeting is adjourned.

Dated October 17, 2023, Grace Larson, Secretary.

Next meeting: October 16, 2023, special meeting

Next regularly scheduled meeting: November 7, 2023