

MEETING OF BOARD OF TRUSTEES
POUND RIDGE LIBRARY DISTRICT
LOCATION: POUND RIDGE LIBRARY
DATE: OCTOBER 17, 2019
TIME: 7:30 PM

7:35 pm Meeting called to order

Present: R. Esman, B. Schwartz, L. Fitz, K. Turner, K. Parker, A. Silzer, R. Levan, V. Nelson

A quorum was present throughout the meeting.

President Esman introduced the new Board members.

The election of officers took place with the following results:

President – Richard Esman
Vice President – Bonnie Schwartz
Vice President – Ken Turner
Treasurer – Ken Turner
Secretary – Valerie Nelson

Motion was made by B. Schwartz, seconded by K. Turner to approve Minutes of September 17, 2019. Approved.

President Esman shared the responsibilities that were needed to be assigned to various board members. A discussion was had regarding each of the responsibilities. It was agreed that board members would be added to these responsibilities as needed. The assignments are as follows:

Programming and Social Media – chaired by L. Fitz with V. Nelson assisting
Public Relations – chaired by B. Schwartz
Facilities and Grounds – chaired by K. Turner
Long Range Planning – chaired by President Esman with R. Levan assisting
Legal – chaired by K. Parker with R. Levan assisting
Employee Staffing/HR – chaired by V. Nelson
Capital Improvements – chaired by B. Schwartz

President Esman shared an update on the Foundation, as Jon Posner was unable to attend the meeting. The Foundation is active with 8 members on the Board of Directors with Jon Posner as President. They will be drafting forms for us to submit for funding for the parking lot project.

Ken Gilman, Property Manager, provided an update on the culvert drainage issue. The Board agreed to get pricing for gravel to fill the holes that were created by a neighbor trying to find the drainage issue.

Michael Lewis, Accountant and Heidi Nardelli, Bookkeeper presented financials to the Board. M. Lewis provided the financial reported needed for the state audit and J. Coulter will submit to the state tomorrow.

The Board reviewed the warrants for September, with minor changes. President Esman made a motion to approve the warrants of \$32,685.12 for September. B. Schwartz seconded and they were approved.

The Board received updated warrants for August with a total of \$25,141.18. B. Schwartz made a motion to approve the final August warrants, with K. Turner seconding the motion and it was approved.

President Esman provided an update on the parking lot project. President Esman shared that the process was moving forward and that we need to hire a project manager for the construction, which should take 4 months from start to finish.

L. Fitz provided an update on social media efforts with a proposal to enter into a contract with Dana Ciotola to help build out the library's social media presence. B. Schwartz made a motion, seconded by K. Turner and approved to enter into the contract with an update to the Board monthly and a reassessment of the impact in 6 months.

Senior/Children's Librarian A. Ramsay presented the adult and children's program update covering successful events like "babysitting night" held October 4th as well as the free chess class which will be renewed for a 6 week period. A Halloween party is scheduled for October 26th and a piano recital/lecture on November 9th.

President Esman asked the Board to consider the impacts to the library if our local elementary school were to close and that we should add to the agenda for our next meeting.

President Esman asked V. Nelson to work with J. Coulter on conducting employee evaluations, utilizing our Human Resources company to assist.

J. Coulter presented on various back office issues indicating that the septic tank replacement would occur on November 3rd and the window/door replacement after October 31st. The security cameras were installed yesterday. She inquired whether we could replace a computer that is not working and the Board asked her to get pricing through WLS. The board also agreed

to look at the audio system in the Schaffner room, as it continues to not work at various events. The Board agreed that we did not have sufficient parking to have the Montessori School rent the Schaffner room and also agreed to place flyers from Choice Advocacy in the library. Finally, the Board discussed promotion materials and that we should hand out the bags to patrons and at Halloween.

No Public Comments were shared.

The Public Meeting was closed at 9:55 pm.

Executive Session opened at 9:55 pm with the purpose of discussing human resources topics.

The Executive Session ended at 10:45 pm.

The Public Meeting resumed at 10:45 pm.

The Public Meeting adjourned at 10:52 pm

Next meeting will take place on November 21, 2019 at 7:30 pm.