

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
December 19, 2019
Minutes

Meeting called to order at 7:38 pm

Present: R. Esman, B. Schwartz, L. Fitz, R. Levan, L. Sarnoff, V. Nelson

A quorum was present throughout the meeting.

Motion by Ms. Schwartz to approve minutes from the November 2019 meeting, seconded by Ms. Nelson, approved.

A. Silzer arrived.

Financials: Michael Lewis, Accountant reported on balance sheet; budget v. Actual, in line with income; district levy taxes on pro-rated basis; property and grounds over budget due to parking lot project - will propose budget transfers to cover; request a cash transfer to manage cash flow, waiting for check from Town in early January. Record retention discussion and Accountant and Jen Coulter will work on summary. Working with PayChex to ensure all tax end of year requirements/forms are issued.

Audit will begin in Mid-February.

Ms. Schwartz inquired about Marshall Oil bills. Ms. Coulter explained that she went through with Marshall bills with them to ensure accurate billing due to service agreement. Board reviewed warrants for November. Ms. Schwartz Made motion to approve the warrants of \$20,132.80 Ms. Nelson seconded, approved.

Ken Gilman, property Manager, provided the following update: Darrio's contract expires in March, we will need to enter into a new contract. Received estimate for painting and maintenance for cottage, waiting for 2 more proposals. The electrician is working on a few items including ballast in meeting room. Work done on pump house and drainage work down outside of office. Gutters were cleaned.

Space discussion - we could use more meeting space. We have 2 basements, partially finished. Took a walk downstairs to look at it. Board agreed to look into improvements to the basement for extra space.

President Esman gave an update on the parking lot schedule. At the January Board meeting, we will review the proposal with a plan to submit to the Planning Board by the end of February.

Town Supervisor Kevin Hansan attended to talk about the feasibility of moving the library downtown and work related to the downtown area. Analysis on waste water, the Town took over 77 Westchester Avenue - which is a great location - challenge with fresh water and septic; paving Route 137 will happen in the spring; sidewalk work in business district is in progress, working on a comprehensive plan for the Town; received a verbal agreement from Aquarian to get fresh water into downtown - looking at the cost of transfer; septic more complicated -

developing funding strategy; need to put together a water/sewer district for state/county funding; municipal use is possible in library; fire department interested in 77; potential park at the location.

Robbie Everett discussed moving the library to 77 Westchester. Ms. Sarnoff volunteered to look into grants/funding.

Update on Committees:

OEM: Ms. Schwartz provided an update that they are looking for volunteers; library is official warming center

Social Media Committee: Ms. Fitz shared that updates continue to be made to facebook and instagram.

Programming Committee: Ms. Nelson shared Norwalk Public Library art and text event; Ms. Silzer shared artwork suggestion by children; Ms. Sarnoff has a writer that will do workshop here; and another that would do children's writing. Determined that the programming committee should meet to discuss ideas.

Safety discussion related to children not being watched by caretakers; recommended written policy and post it - Ms. Silzer to create.

Back office issues with Jennifer:

- Recommendation to hire Kharin Villaflor as a FT library clerk starting January 14, 2020; Ms. Schwartz made motion to hire, Ms. Nelson seconded, approved.
- Bow window - proposed glass solution; Ms. Schwartz made motion to buy the glass panel for \$1155 from glass solutions; Ms. Sarnoff seconded; approved.
- Upgrades, refresh, repairs - refresh back hallway; build closet; track for reading room bow window - 3 bids received; Ms. Schwartz made motion to hire Bradsell for \$6000 seconded by Mr. Levan; Approved.
- Proposal to clean out basement; received 3 bids Mr. Schwartz made motion to hire junkluggers for \$1623.46 seconded by Mr. Levan; approved.
- Proposal to rent 2 full days in June for Friday/Saturday for all day for a class - would impact calendar; we don't have parking due to programs already scheduled. Board rejected request.
- Insurance recommends release for babysitting, Ms. Forstbauer Parker to draft.
- Teens asked if we can post babysitting names for families. Board agreed.
- Suggestion by patron to get the NE Journal - it's \$189 per year; not in our budget.
- HR policies - 15 policies required; some we have in place, others we do not and this will be part of the upcoming audit. President Esman asked Ms. Nelson to work with Ms. Coulter.

Open to the public: homeowner inquired about whether the update on parking lot in January will be done at the open session or executive session? President Esman shared that it would be at the Open session.

January 23 at 7:30 next meeting

Public session closed at 10:16 pm
Executive session began at 10:16 pm

Executive session closed at 10:42 pm

Public session opened at 10:42 pm

Meeting adjourned at 10:43 pm`