

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
January 23, 2020

Minutes

Meeting called to order at 7:34 pm

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

A quorum was present throughout the meeting.

Mr. Levan made a motion to approve the minutes from the December 2019 meeting, seconded by Ms. Schwartz, approved.

Received grant from NYS \$13,000. Tax payments will be received in the second week of May. Mr. Turner reported that Signature Bank is giving us 5 ½ % interest on our money market. We are getting the capability to deposit checks electronically. Ms. Nelson inquired about the BCSD survey and we agreed to link on Facebook and/or our Library website - Ms. Fitz to have our social media consultant update.

Ms. Coulter updated on back office issues: refresh of back hallway, build of closet will be starting next week; and installation of window in reading room. New double paned doors/windows were installed. Will receive proposals for reading space downstairs, which includes removing shelves, flooring, painting, door and steps. Will receive quotes by next board meeting. Storage room in basement has been cleaned out. Exterminators coming. Cottage survey work completed. Agreed on 30 pounds for our safety policy. Review the records retention policy shared recommended by the Westchester Library System. Motion made by Ms. Nelson to implement the draft Records Retention Policy, seconded by Mr. Levan, approved. Contract with Dees Bedford Landscaping is due in March, we should get quotes to ensure we have comparisons. Found painting in basement, which we are donating to Pound Ridge Historical Society.

Mr. Ken Gilman, property Manager, provided the following update: received 3 proposals for cottage; Ms. Nelson made a motion to approve the lowest bid of \$10,892.61 by Bradsell, Ms. Schwartz seconded, approved.

Financials: In December, \$35,000 was transferred for cash flow as approved at the last Board Meeting. Ms. Heidi Ferrara-Nardelli reviewed warrants for December totaling \$29,627.80. Ms. Schwartz made a motion to approve warrants, Mr. Levan seconded, approved. Ms. Schwartz made motion to close the Key Bank checking account, Ms. Nelson seconded; approved. Discussed cottage rent; we are behind in one rent check. President Esman asked for a listing of 2019 checks received for rent; President Esman will follow up after reviewing payments received in 2019. Need to move \$50,000 to cover payroll, Mr. Turner will handle.

Update on parking lot: Mr. Ray Beeler introduced his team. Mr. Beeler gave an overview proposal on parking lot. Next steps are to go before Pound Ridge planning board in February and to provide cost estimates to the Library Board. The Board and residents asked various questions related to the shared driveway to the houses in the back, the walkway, lighting, landscaping.

After the presentation, there was a discussion by the Board with some questions from the public related to the proposal. The Board is interested in how they redesign the walkway; concerns with number of cars pulling out for safety issue; should ensure we look at deeds for easements to ensure what we do is in line with them.

Pre-read Sr. Librarian report - Ms. Schwartz asked if we would consider a defensive driving course. Asked Mr. Ramsay to research bringing back.

Open to the public: question of whether the downstairs is handicap accessible, it's not, but grandfathered in.

Public session closed at 9:20 pm
Executive session began at 9:22 pm

Executive session closed at 10:00 pm

Public session opened at 10:01 pm

Ms. Schwartz made a motion to approve the personnel policy sent to all Board members prior to the meeting, with changes discussed in the closed session, Mr. Turner seconded, approved. The Board agreed to add a section to the policy that requires employees to park in the upper back lot of the parking lot.

Next meeting is scheduled February 20th at 7:30 pm

Meeting adjourned at 10:03 pm