

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
February 20, 2020

Minutes

Meeting called to order at 7:37 pm

Present: R. Esman, L. Sarnoff, A. Silzer, K. Turner, L. Fitz, V. Nelson

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes from the December 2019 meeting, MS. Fitz seconded, approved.

Jennifer Coulter presented the Lockwood Painting dated 1929 to the Historical Society. An article will be in the Record Review tomorrow.

Financials: Mike Lewis gave an update that the auditors are here this week and are on target to complete on time. Mr. Lewis filed the tax report with the state; 1099s and W-2s were sent out as well. Mr. Lewis gave an overview of the balance sheet and financials. There was a discussion regarding the cottage rent; Heidi spoke with the tenant and we are whole for 2019. Discussion of doing as an ACH withdrawal, we can withdraw monthly automatically. Discussion around Key Bank - if we close checking account then we will have to pay fees on the savings account, whereas if we leave checking account open, then we have no fees. President Esman made a motion to keep open the Key Bank checking account with \$250 to avoid monthly service fee. Seconded by Mr. Turner, approved. Monies due from Pound Ridge will come in electronically for now on. The Board reviewed warrants for January of \$68,583.93. President Esman made a motion to approve the warrants, Mr. Turner seconded, approved. President Esman made a motion to move \$75,000 to cover warrants this month and next month Mr. Turner seconded, approved. We will be depositing checks electronically now.

Update on parking lot: President Esman provided the following update - A neighbor had requested the driveway to have the entrance on the right side; the engineers response was that the driveway can be relocated with no additional cost; discussion around the curve as it has to be in compliance for emergency vehicles and that will be taken into account as well. A neighbor asked if they could see the plan prior to the planning board. President Esman stated that the plans would be available prior to submission to the Planning Board. Ms. Nelson inquired if the Board would have to vote on the plan before going to the Planning Board and President Esman agreed.

Update on Long Range Plan: President Esman, Mr. Levan and Ms. Sarnoff volunteered to sit on the Long Range Planning Committee.

Update from all committees:

- OEM: Ms. Schwartz sent in an update via email and Ms. Nelson read to the Board that there was a February meeting with Chief Ryan and they discussed various drills planned throughout 2020.

- Programming - Ms. Fitz gave an update - she and Ms. Coulter met with our new intern with specific requests of her to focus on teens; social media seems to be working well with Mr. Ramsay taking pictures with releases and then sent to Dana and then updating
- Facilities and Grounds - no update from Mr. Turner

Pre-read Sr. Librarian report.

Jennifer Coulter updated on back office updates:

1. New public meeting space: moving shelves to other side of basement; new flooring; repaired door; received 3 bids; lowest bid is from Bedford Painting and Home Improvement Corp; Ms. Nelson made motion to go with Bedford Painting, Ms. Fitz seconded; approved. Ms. Coulter will look into furniture and cameras.
2. Outside work needs to be done on the door; there is a drainage issue as well; we need to look into the drain outside the door. President Esman made motion to use D's Bedford; Ms. Silzer seconded; approved.
3. Personnel policy showed that we had off for Good Friday, yet we were open last year. Ms. Coulter to update policy
4. Landscaping - contract is expiring and we are soliciting bids.
5. Cottage rental - lease ends at the end of April. Last time we did an extension; we need to update the lease and use Attorney Veeth.
6. Will have a booth at Earth Day and Puppy adoption at the Pound Ridge Park which is being held on April 25th.
7. Suggestion box - recommendation that we advertise on meetup.com - Ms. Fitz to look into.
8. Space planning - Ms. Coulter contacted 2 consultants on library space planning. One charges \$4000 and the other charges \$1500; Ms. Coulter made some suggestions. Ms. Silzer agreed to lead the effort of this part of the long range plan. The Board agreed that each Board member is to visit 2 libraries and take pictures, sending them to Ms. Silzer.

Tuesday, March 17th 7:30 next meeting

Public Comments: Mr. Ramsay shared that one event was not on the list - it was a Valentine's Day special event with 20 people.

Public Comment: A patron stated that the previous board was asked if we can reinstate a bike rack, that was removed years ago. Ms. Coulter shared that we looked into years ago, and that biking was not safe on Westchester Avenue and therefore, was not a good investment. Board agreed to wait until the parking lot is complete and then discuss.

Public session closed at 9:30 pm
Executive session began at 9:32 pm

Executive session closed at 10:13 pm

Public session opened at 10:13 pm

Meeting adjourned at 10:13 pm

