

**MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library**

**March 17, 2020
Meeting held telephonically
Minutes**

Meeting called to order at 7:40 pm

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

A quorum was present throughout the meeting.

Motion by Ms. Schwartz to approve the minutes from the February 2020 meeting, seconded by Ms. Sarnoff, approved. Ms. Nelson shared that this conference call is being recorded.

President Esman shared that we had made a decision last week to halt all programming at the library. In addition, we decided to close the library until March 31st which is in line with all other libraries in Westchester, NY. President Esman asked the staff to send a written report to the President and Jennifer Coulter of their activities while working from home. The staff should be working on programming and connect with each other, Ms. Fitz who heads up programming and/or President Esman. President Esman stated that he would like to see social media programming to be up in advance (at least a month before the event) not at the last minute. General discussion of Board on programming; ensuring we update the calendar as well as social media. Ms. Fitz shared that instagram is in the moment marketing and that's how it's been used.

Kristine Parker joined the meeting.

Ken Gilman received 3 landscape bids including our current landscaper as our contract is up. The bids are not comparative, as some of the bids include all costs and others have additional costs for certain services. Ms. Nelson made a motion that we continue with our current landscaper and sign a contract with D's Bedford, seconded by Mr. Turner, approved. Ken will visit library 3 or 4 times a week to make sure there are no issues while the library is closed. Ms. Schwartz shared that painters are currently at the library. The new floor should be put in soon as well.

Ms. Fitz inquired whether the tenants were staying in the Cottage. President Esman shared that he just signed off on the new lease with the tenants.

President Esman shared that the cleaners are cleaning and will finish this week and then stop until the library reopens. Jennifer Coulter shared that the cleaners have notified us that their monthly cost will be going up with contract renewal. Ms. Schwartz suggested that our cleaners still come and clean other areas since we are paying them for the entire month. President Esman will talk to the owner about any reduction for the time we are not having the library cleaned.

Ms. Schwartz made motion to move forward with contract renewal with our current supplier; Mr. Turner seconded, approved.

Financials: Michael Lewis, Accountant reported on balance sheet; budget v. actual. The tenant did make whole on rent from 2019. In February the tenant paid 2 month's rent to catch up. Ms. Schwartz shared that we won't get the town funding until the 2nd week of May. You'll see a loss of \$24,000 due to the parking lot expenses. However, year to date there is a net profit. Ms. Schwartz inquired about the technology line and Michael Lewis shared that it was due to timing. Ms. Schwartz raised the issue that we have budget for programming that we are not using and we should be doing more. Ms. Sarnoff shared that we will need to spend money on more programming. Ms. Nelson suggested that the staff that is not working in the library right now to work with the programming committee to make proposals for when we do open. Audit is still ongoing, report is in draft form and Mr. Lewis will send to the Board after this meeting. Ms. Schwartz made a motion to approve the Capital Assets Policy presented by Mike Lewis, Ms. Nelson seconded, approved. Warrants were reviewed by the Board of Trustees, total is \$39,397.17 and Ms. Schwartz made motion to approve the warrants of \$39,397.17, seconded by Ms. Nelson, approved.

Ms. Schwartz provided an update on the parking lot, where she and President Esman met with Jim Perry of the Planning Board and the architecture and his staff. A decision was made to put the library parking lot on hold. They also asked the architecture to come into our price point, which may result in reduced parking spots. Ms. Silzer asked if the changes would be approved by Jim Perry prior to presenting to the Planning Board. Ms. Schwartz explained that he sits on the Planning Board and this meeting was to make suggestions of what may or may not be approved by the Board, which helps to limit the costs and the timing to get approval. There was also a discussion of various Town Codes related to the proposal and feedback was given to the architecture to make some tweaks based on these discussions. Ms. Schwartz also asked Ray Beeler to come alone to the Planning Board, so that we aren't charged for several of his team.

Mike Lewis asked that we move cash to cover the warrants as well as the next few payrolls. He recommended that the Board move \$60,000 to cover. Ms. Schwartz recommended that we move \$75,000 in case it gets difficult to move cash. President Esman made a motion that we move \$75,000 into our operating account, seconded by Ms. Schwartz, approved. Mr. Turner raised that our accounts at Signature are in the lockdown area in New Rochelle. President Esman shared that we don't need to physically go there to transfer, so he suggested we deposit checks into our Key Bank checking account if we cannot get them into Signature Bank. Ms. Schwartz made a motion that we deposit checks received into Key Bank checking account if we cannot get them into Signature Bank, seconded by Mr. Turner, approved.

Update on Committees:

Programming Committee:

Disappointing that we had to cancel a program at the last minute. Would like some views from Board members on how to interact with the public on programming. Ms. Schwartz shared how she did this in the past through research. Jennifer Coulter shared that our intern has some ideas and a volunteer has also done some work, she'll share with the programming committee.

Back office issues with Jennifer:

- Will show us some furniture ideas for downstairs

- Stone work is underway
- Has some proposals from library IQ to see if we want them to help us.
- Earth Day will probably be postponed
- Many academic libraries have a concept of “book a librarian to help” or “book a tech” - her proposal is to do the tech savvy and ask for tech help. No other library has that in Westchester. Discussion by the Board around the concept. Ms. Silzer went to 15 libraries to see how it feels when you walk in, looking at posters/fliers. Ms. Schwartz inquired if Ms. Silzer has pictures, she does have pictures.
- Suggestion box - top books borrowed last year; Jennifer is going to move forward with it.

Public Comments: Mike Pierce would like to say that he’s concerned about changes to property and meetings have been held with building inspector and he wanted to be included/informed. Wanted to understand the plan is on hold and does that mean that work will be done or not? Ms. Schwartz stated that we are not ready to go to the Library Board or the Planning Board at this point. And, that neighbors will have access to review prior to going to the Planning Board. We don’t have a plan that we can share yet based on easements, Town Codes and costs.

Alan Ramsay shared that the AARP driving class was scheduled for April, but they canceled due to the pandemic; money not being spent in February - several had to be canceled due to pandemic and has been sharing with Lisa and Dana in advance since last board meeting.

Closed public meeting at 9:00 pm
Executive Session began at 9:05 pm

April 16 at 7:30 next meeting

Executive session closed at 10:42 pm

Meeting adjourned at 9:57 pm