

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Virtual Meeting
April 16, 2020

Minutes

A virtual meeting was called to order at 7:34 pm

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

A quorum was present throughout the meeting.

President Esman thanked the staff for the work they are doing during this time.

Ms. Schwartz made motion to approve the minutes of the March 17, 2020 Board Meeting; seconded by Mr. Turner; approved.

Mr. Esman shared that the New York Governor has made an update to require stay at home through May 15th; Ms. Schwartz made a motion that we follow the directive by the Governor and keep the Library closed through May 15, 2020; seconded by Mr. Tuner, approved.

Financials update provided by our accountant, Mr. Michael Lewis. Mr. Lewis reported on the balance sheet; budget v. actual. The cottage rent was received at the end of March, but did not make it into the balance sheet due to library closure. Tax levies due from Pound Ridge should be due and payable in May. Town Supervisor Hansan explained how they are working with the County on proposals related to tax levies. Cash flow is good for the library. A vendor inquired about receiving electronic payments instead of checks. Ms. Schwartz made a motion to contact our vendors to pay through ACH or Zelle, Mr. Turner seconded, approved. Mr. Lewis shared an ACH agreement template for us to consider, agreed to move forward with providing ACH. Mr. Turner inquired about the audit and Mr. Lewis said the only thing that is pending is signing the rep letter. Ms. Schwartz inquired whether any of the recommendations are concerning, Mr. Lewis indicated that there were not.

Mr. Turner made a motion that the Board approve payment of warrants in the amount of \$21,201.44, Ms. Schwartz seconded and approved.

Received update from Ken Gillman, Property Manager, who continues to walk through the grounds weekly. The grass cutting contract is not based on how often he comes, it's a contract to cut the grass as needed. The gutters were cleaned.

Mr. Turner shared that we had a CD that came due in March at Patriot Bank. They sent a cashier's check and deposited it into the Signature money market account. Ms. Schwartz made a motion for Mr. Turner to with speak to an authorized representative from Signature Bank within the next 2 business days to inquire about the statement he received from Signature, Ms. Nelson seconded, approved.

Discussion regarding recurring services on contracts for library maintenance. Water is on a weekly delivery; discussion on stopping services that are not needed during this time. President Esman asked Ms. Coulter to look into services that we can stop and services that we can renegotiate.

Committees:

Programming - Ms. Fitz gave an update on current programming with on-line activity during the closure. Attendance is up; numbers are positive on social media. Adding more teen and tween programs. Ms. Schwartz made a motion to continue to retain our social media consultant for 3 months; seconded by Mr. Levan, passed.

Public relations - Ms. Schwartz has spoken with the Record Review; people are stopping their subscription; we contact weekly to share our programming schedule; we are also posting on Facebook Pound Ridge groups. Alan Ramsay continues to get our activities in to the Town Supervisor newsletter.

Back office issues – Ms. Coulter shared that there is a service called RB Digital which provided for free through WLS and offers our patrons access to audio books; they also offer streaming video at a cost of \$250 per year and then \$2.99 per 7 days “rental” and we can add options for patrons. There are grants from WLS to cover cost up to \$2,000. Ms. Nelson made a motion to subscribe; Ms. Schwartz seconded; approved. Ms. Schwartz to update the Record Review and Town Supervisor.

Public Comments: none

Next Meeting scheduled for May 14, 2020 at 7:30 pm

Public session closed at 9:14 pm
Executive session began at 9:20 pm

Executive session closed at 9:55 pm

Public session opened at 9:55 pm

Session closed at 9:56 pm