

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
May 14, 2020

Minutes

A virtual meeting was called to order at 7:36 pm

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

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes of the April 16, 2020 Board Meeting; seconded by Ms. Schwartz; approved.

The library is closed under the Governor's orders based on a regional plan to re-open, the library is in the Mid-Hudson region and the region cannot begin to re-open until 7 metrics are met. A Committee has been formed to plan for re-opening of the library. The Committee is made up of Mr. Esman, Mr. Turner, Mr. Levan, Ms. Nelson and Ms. Coulter.

Financials update provided by our accountant, Mr. Michael Lewis. Mr. Lewis reported on the balance sheet; P&L and budget v. actual. We should be receiving the full tax payments from the Town (estimated at \$647,297) tomorrow or early next week. We will need to move some money into account 2156 to cover warrants and payroll; Ms. Schwartz made a motion to move \$50,000 into the checking account, Mr. Turner seconded the motion, approved. Mr. Turner to investigate getting inquiry access for our accountants to our accounts at Key Bank.

The Board reviewed the warrants. Ms. Schwartz inquired why a vendor charged us Zoom. Ms. Tintner will speak with the vendor and we'll remove from the total warrants. Mr. Turner made a motion that the Board approve payment of warrants in the amount of \$27,109.19. Ms. Schwartz seconded and approved.

Received update from Ken Gillman, property Manager, who continues to walk through the grounds weekly. Painting job started on the cottage today. Ms. Schwartz asked to have the pothole in the driveway filled.

Committees:

Re-Opening Library - We are in the beginning stages of the plans to re-open the library. Committee talked about plexi-glass options, getting gloves and masks for staff; also discussed phases of library opening keeping in line with the rest of Westchester libraries. Libraries are in the 4th tier of New York openings. The estimate is June 30th for curbside pickup.

Programming - Ms. Fitz gave an update on current programming with on-line activity during the closure. Committee reviewed a calendar to see what days are available and where we have gaps. Implemented new teen programs and children programs. Having consistent attendance

in all categories. Our adult programs are well attended. The Board discussed options to keep some form of on-line programming after the library is fully opened.

Public relations - Ms. Schwartz shared that she continues to put out our programming on Pound Ridge Women's Facebook group. Signs are up in Scott Corners Market. Mr. Ramsay posts on Pound Ridge Community Facebook group.

Back office issues - Meeting space in the basement is ready for furniture in order for it to be used, waiting for railings on outside stairs. We need quotes, but no need to do the work yet.

Public Comments: Question raised on the parking lot. Mr. Esman shared that the parking lot is on pause for various reasons. First, was due to some design questions and secondly due to the closure of the library.

Next Meeting scheduled for June 18, 2020 at 7:30 pm

Public session closed at 8:46 pm
Executive session began at 8:54 pm

Executive session closed at 9:40 pm

Public session opened at 9:40 pm

Session closed at 9:41pm