

**MEETING OF BOARD OF TRUSTEES  
Pound Ridge Library District  
Location: Pound Ridge Library  
July 16, 2020**

**Minutes**

Meeting called to order at 7:37 pm

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

A quorum was present throughout the meeting.

President Esman made a motion to approve the minutes from the June 18, 2020 meeting, Mr. Levan abstained, approved.

Financials: Mike Lewis provided an update on the financials. Mr. Lewis gave an overview of the balance sheet comparison, budget to actual and P&L. The Board reviewed the Budget for 2021 and made various changes. The Board reviewed the warrants. Ms. Nelson made a motion to approve payments of warrants in the amount of \$32,833.85. Ms. Schwartz seconded and the motion was approved. Ms. Schwartz made a motion to transfer \$75,000 from our money market account to checking account, Mr. Turner seconded, approved.

Ken Gilman, Property Manager provided the following update: the painting of the cottage was complete, driveway potholes were filled in, window lock fixed, sent an email to DOT requesting a street sign to indicate the library entrance and they will look into our request. The Board requested Mr. Turner follow up with Mr. Gilman on the different bids for tree removal. Ms. Schwartz made a motion to spend up to \$2100 for tree removal and Mr. Levan seconded, approved.

Ms. Coulter gave an update on elections. President Esman's term is expiring, and he will be running for an additional term as Trustee. There is also another seat that is vacant for a two year term. Notifications will be made through social media as well as in The Record Review. Due to COVID, the Board agreed to require 7 signatures v. 10 signatures for nominations.

President Esman provided an update on the driveway as Ray Beeler has submitted the plans for bids to contractors. He received one quote, which has been sent back for revisions.

The Board had a discussion regarding the reopening progress. We continue to have a very limited number of patrons and curbside pick-up. Shields have been ordered for the desk in the children's room. The Board agreed to open rooms, but just for browsing and taking out books, not for meetings or programs. Access to the Children's room will be by appointment only.

A discussion was held regarding the summer hours. The staff feels it's appropriate given the time.

Update from committees:

- Public Relations: we will put an ad in The Record Review to share our hours and activities, Ms. Schwartz to work with Ms. Coulter to finalize.
- Programming: Ms. Fitz gave an update sharing that the adult programs are very well attended. Continue to struggle in the teen category, but had a college admissions program with great attendance. The children's programs are consistent, with still a limited number of participants. The Board requested that the programming committee review the analysis completed by Ms. Coulter and make determinations regarding vendor led programs and programs with limited attendance.

Jennifer Coulter updated on back office updates: The Board reviewed estimates for screen doors; Ms. Nelson made a motion to buy the doors at Rings End, Ms. Schwartz seconded, approved. Ms. Nelson sent an updated health form and will resend. Ms. Coulter shared that there are a/c filters that are recommended. Niche Academy is up and running. Ms. Coulter suggested a sign to indicate that the Library is open Monday. The computers do not have microphones, speakers or cameras. Ms. Coulter will look into purchasing a laptop that has that functionality. Ms. Coulter has been looking into changing our credit cards.

Ms. Schwartz made a motion to approve the updated Employee Handbook, Ms. Sarnoff seconded and approved.

Next meeting scheduled for Thursday, August 20, 2020 at 7:30 pm

Opened up for public comments - none.

Public session closed at 9:28 pm  
Executive session began at 9:35 pm

Executive session closed at 10:20 pm

Public session opened at 10:20 pm

Ms. Schwartz made a motion to increase professional services as discussed in executive session, Ms. Nelson seconded approved.

Meeting adjourned at 10:23 pm