

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

Minutes

Meeting called to order at 7:38 pm

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

A quorum was present throughout the meeting.

Mr. Esman introduced Ms. Benefico, a new board member.

Election of Officers: Mr. Esman discussed nomination and election of officers for twelve months starting in Oct 2020, asked if any member was interested in running for office for Secretary, and no members were interested. Mr. Esman asked if anyone was interested in the role of Vice President; Ms. Schwartz is currently in that role and interested in continuing. Mr. Esman inquired about the role of Treasury/Vice President; Mr. Turner is interested in continuing. Mr. Esman asked about role of President and stated he would like to continue in that role. Ms. Sarnoff offered to run for Secretary.

Ms. Schwartz made motion to nominate Ms. Sarnoff to the role of secretary, seconded by Mr. Turner, approved. Ms. Schwartz made motion to nominate Mr. Turner to the role of Treasurer, seconded by Ms. Fitz, approved. Mr. Turner made motion to nominate Ms. Schwartz to the role of Vice President, seconded by Ms. Fitz, approved. Ms. Schwartz made motion to nominate Mr. Esman to the role of President, seconded by Mr. Turner, approved.

Board Member Votes were tallied with unanimous votes in all roles.

Ms. Schwartz made motion to approve the minutes from the September 17, 2020 meeting, seconded by Mr. Esman, approved.

September Action items reviewed and completed.

Ms. Fitz inquired about resuming parking lot expansion and timing. Mr. Esman shared his discomfort with moving forward due to Covid and there's no plan to resume now. Ms. Schwartz discussed the need to go back to plans and decide from a cost perspective what we are able to do without. She raised concerns over any future construction being halted due to Covid. Mr. Esman also shared that while some costs have not been reduced (oil and gas) other materials are hard to find during the pandemic.

Facilities Update: Ken Gilman, Property Manager. Electrician completed work on interior lights. Followed up with DOT for new sign for entrance road but hasn't heard back yet. Received new bids for oil company and landscaping. Recommended renewing with Marshall Oil. New HEPA filters installed for improved air circulation. Mr. Turner inquired about thermostats. Mr. Gilman stated not all thermostats would be able to have NEST. Ms. Schwartz asked for additional recommendations similar to NEST.

Financial Update: Mike Lewis, Financials. Overview of balance sheet comparison, budget to actual and P & L. Board reviewed the warrants. Mr. Nelson made motion to approve payment of warrants in amount of \$24,731.27, Mr. Turner seconded, approved. Ms. Schwartz made motion to move \$50,000 to the operating account, Mr. Turner seconded, approved.

Mr. Esman invited Jon Posner from the Library Foundation to discuss role and financial status of Foundation. Board gave updates on current projects, such as success of digital programming, and discussed status of parking lot project, which is on hold. Posner stated fundraising has been suspended due to Covid.

Committee Updates:

- Programming: Ms. Fitz stated programs continue to be strong. Proposed suspending Animal Embassy during Covid as not well attended via Zoom. Tried first Story in Park reading, with only 3 kids attending. Will try again. Discussed advertising upcoming events with new sign under Library sign.
- Building and Grounds: No new updates. Ms. Nelson inquired whether the committee includes interior of library. Discussion of hiring consultants for interior design but may be too costly.
- Long Term Planning: The Committee will meet next Friday to discuss interior renovation as well. Anyone with recommendations should make them to the committee prior to Friday.
- Capital Improvement: Formation of new subcommittees. 1) Interior Improvement, with Ms. Fitz, Ms. Benefico, Mr. Turner and Ms. Sarnoff. 2) Parking Lot, with Mr. Levan, Ms. Benefico, Mr. Turner, and Ms. Schwartz. Ms. Schwartz will send out information to new committee to move forward with recommendations.
- Vendor: Discussed the contract review of various vendors. Mr. Turner made motion to switch our cleaning to Vanguard, seconded by Mr. Levan, approved. Ms. Nelson made motion to switch to Tony Luppino for landscaping, seconded by Ms. Sarnoff and opposed by Mr. Turner and Ms. Parker, approved. Ms. Sarnoff made motion to renew contract with Marshall Oil, seconded by Mr. Turner, approved. Ms. Nelson made motion to purchase file cabinet from Discount Safe Outlet, seconded by Mr. Turner, approved.

Next meeting scheduled for November 19, 2020 at 7:30 pm.

Public Session closed at 10:05 pm.

Executive Session began at 10:15 and closed at 10:55 pm.