

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**Via: Zoom**  
**December 17, 2020 7:30PM**

**Minutes**

Meeting called to order at 7:37 pm

Present: R. Esman, K. Turner, V. Nelson, B. Schwartz, K. Parker, R. Levan, L. Fitz, L. Sarnoff (joined at 7:57 pm).

A quorum was present throughout the meeting

President Esman opening remarks

President Esman made a motion to approve the minutes from the November 19, 2020 meeting, all approved.

Facilities Update: Ken Gilman, Property Manager provided the following update: Painting opinion, entire building does not need to be painted. Sprinkler and irrigation system – 3 years ago Ken was told a new system would be needed. Currently, the system is in such disrepair that in his opinion the system should be replaced. Leaks in existing system are a concern. Proposal from Marshall oil to install thermostats throughout the library. The thermostats can be programmed. Will lock and key thermostats. Ken spoke to DOT December 16, 2020, regarding library road signs.

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 warrants. K. Turner made a motion to approve payments of warrants in the amount of \$22,790.20. B. Schwartz second the motion, all approved. R. Levan made a motion to transfer \$25,000.00 from our Signature money market account to Signature checking account, L. Sarnoff second, all approved. Cottage tenant 3 months behind as of November 30, 2020.

Committee Updates:

- Capital Improvements Exterior: B. Schwartz:
  - Exterior painting proposals presented (partial painting).
  - Exterior sprinkler proposals K. Turner discussed with Ken Gilman and spoke with B. Schwartz who provided 3 quotes to the Board. Quotes are to upgrade and expand the existing system. Motion by R. Levan, second by K. Turner to contract with Summer Rain for installation of upgraded irrigation system. K. Turner, B. Schwartz, K. Parker, R. Levan, L. Fitz, L. Sarnoff approve, R. Esman and V. Nelson, oppose. Motion passed by majority of Board.

- Driveway: Jim Perry provided local architect recommendations. Next month B. Schwartz will set up Committee and architect meetings.
- Long Range Plan: R. Levan:
  - Community outreach via survey and focus groups to determine public interest, reflect user and patron desires.
  - Lothrop Associates is recommendation – Board would like surveys to be further broken out of “Pre-Design phase” for clarification of cost.
  - Motion by R. Levan, second by K. Turner, all approved to authorize spending of up to \$4500.00 to contract with Lothrop Associates for community surveys.

Back Office issues: Jennifer Coulter  
No Back office issues

Next meeting scheduled for Thursday, January 21, 2021 at 7:30 pm

Opened for public comments:

Evelyn Carmichael – would like to see new driveway but understands it takes time.

Public session closed at 9:23 pm

Executive session began at 9:26 pm

Executive session closed at 10:33 pm

Meeting adjourned at 10:33 pm