

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**Via: Zoom**  
**January 21, 2021 7:30PM**

**Minutes**

Meeting called to order at 7:36 pm

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

A quorum was present throughout the meeting.

President Esman opening remarks

K. Turner made a motion to approve the minutes from the December 17, 2020 meeting, second by B. Schwartz, all approved.

Facilities Update: Ken Gilman, Property Manager provided the following update:

- Town Inspection – Fire inspection of the library by new fire inspector, Scott Darvey took place on Tuesday January 19, 2021. The Inspector's report has not been provided yet. Ken took notes on some issues. Ken will create a report and provide it with the Inspector's report and send to Board when available.
- Road Sign – Ken spoke to DOT who advised his request was delayed (fell through the cracks), he was promised by Dave Parker of the DOT that within four weeks, on or about Valentine's Day Ken could expect the signs. Dave Parker told Ken he could call him directly on his cell phone if no signs by February 14, 2021. Ken assured the Board he would follow up.

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. L. Sarnoff made a motion to approve payments of warrants in the amount of \$24, 020.20. B. Schwartz second the motion, all approved. B. Schwartz made a motion to transfer \$25,000.00 from our Signature money market account to Signature checking account, K. Turner second, all approved.
- Cottage tenant 4 months behind as of December 31, 2020.
- Independent financial audit by O'Connor Davies will be conducted remotely the week on February 15, 2021.
- Paychex have issued W2, filed Q 941 to Fed, NYS45 Q payroll tax. Heidi and Mike are working on 1099 to Vendors. Jennifer will obtain W9 from new vendors for file.
- Heidi reached out to Steve Conte regarding \$100,000 payment. Steve confirming with Supervisor when to sign check, expect by EOM. Heidi will ask Steve the possibility of electronic payment.

Schwab: Chris Kuehne – provided an update on the Charles Schwab account.

### Committee Updates:

- Programming: L. Fitz
  - Children’s programs: 1824 attendees in 2020, average cost \$15 pp.
  - Teen Program: Focus SAT/ ACT review 198 attendees in 2020.
  - Adult Programs: 7009 attendees in 2020.
  - Culture Quest
  - Social Media: 770 followers
  
- Capital Improvements Exterior: B. Schwartz:
  - Notice to Bidders- V. Nelson made a motion to seek bids for electrical, well and plumbing services by placing an ad in the Record Review, R. Levan second, all approved.
  - Parking Lot update:
  - Exterior painting proposals will be presented next month, waiting for 3 bids.
  
- Capital Improvements Interior: A. Benefico
  - Update on Lothrop Associates Pre-Design phase contract review. V. Nelson made a motion to sign the Contract with Lothrop including the dollar amount outlined in the contract. L. Sarnoff second, all approved.
  
- Long Range Plan: R. Levan:
  - Formal adoption of Long-Range Plan: Motion by R. Levan to adopt the December 22, 2020 Long Range Plan covering 2021-2026 as formal long-range plan, B. Schwartz second, all approved.
  - Long Range Plan to be added to the Library website.

### Health Insurance: R. Esman

- Policy expires the end of May 2021. Currently reviewing options

### Back Office issues: Jennifer Coulter

No Back office issues

Next meeting scheduled for Thursday, February 11, 2021 at 7:30 pm

Opened for public comments: No public comments.

Public session closed at 9:16 pm

Executive session began at 9:20 pm

Executive session closed at 10:12 pm

Meeting adjourned at 10:12 pm

