

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**Via: Zoom**  
**February 11, 2021 7:30PM**

**Minutes**

Meeting called to order at 7:40 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

V. Nelson made a motion to approve the minutes from the January 21, 2021 meeting, second by K. Turner, 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 been provided to the Board for review. Inspection of fire detectors proves they need replacing. Need to obtain additional fire extinguishers. Interstate will be at Library in two weeks to help with compliance with the extinguishers. Signs for utility and furnace rooms required. Occupancy for various rooms being worked on with Jennifer and signage for occupancy to be placed and visible. Bathroom smoke detectors by Nikon to be installed. Fuel and electric lines to be capped by Marshall oil. Marshall oil to clean system in two weeks.
- K. Gilman provided quotes from three vendors for compliance work. B. Schwartz made a motion for MJ Best Landscaping to perform compliance work, second by K. Turner, all approved.
- Sign for RTE 124 – K. Gilman request status report from DOT, no response yet.

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. B. Schwartz made a motion to approve payments of warrants in the amount of \$33,202.43. K. Turner second the motion, all approved. B. Schwartz made a motion to transfer \$50,000.00 from the Signature money market account to Signature checking account, K. Turner second, all approved.
- Independent financial audit by O'Connor Davies will be conducted remotely the week of February 15, 2021.
- W2 and 1099 have been distributed.
- Heidi reached out to Steve Conti regarding \$100,000 payment, payment received.

### Committee Updates:

- Programming: L. Fitz
  - Pilates
  - Third in Culture Quest, Creighton Michael Wednesday February 17, 2021 at 7pm
  - Children's programs: book matchmaker, Joe Rao, 1000 books, etc.
  - Programs have been well attended all around.
- Capital Improvements Exterior: B. Schwartz:
  - Presented four exterior painting proposals V. Nelson makes a motion to approve up to \$6500 for Genesis painting, second by K. Turner, all approved.
  - Parking Lot update
- Capital Improvements Interior: A. Benefico
  - Friday February 5, 2021 met Bob from Lothrop. Spent 4-5 hours room by room. Preparing a drawing of the Library both interior and exterior. Lothrop will provide Board with Assessment Report for Board review. Lothrop would like to gather with the Board and employees to discuss requirements. This will take place in next 4-5 weeks.

### Health Insurance: R. Esman

- Current Oxford Policy expires the end of May 2021 and is due to renew June 1, 2021. Opportunity to begin new plan beginning March 1, 2021 with Emblem. V. Nelson makes motion to switch healthcare provider to Emblem, second B. Schwartz, all approved.

### Library Committee Reorganization: V. Nelson

- V. Nelson makes a motion that we approve the change of committee structure as reviewed by the Board, R. Levan second, all approved.
- New structure to be posted on the Library website.

### Back Office issues: Jennifer Coulter

- NYS Public Employer Health Response Plan: Plans for Libraries required by law due April 1, 2021. HR / Legal Committee will review and complete.
- Pennies for Posies

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

Opened for public comments at 8:44pm:

- Carolyn Sears of Growing Pound Ridge develop a municipal landscape plan. Including flower arrangements for the Library. Task Force organizations such as the Library to partner with the Town.
- Evelyn Carmichael – requests the Library shovel out the mailbox bank. Jennifer will request from Jonah at PR Maintenance Department and Vinny at PR Highway Department

Public session closed at 9:00 pm

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Executive session began at 9:06 pm

Executive session closed at 9:50 pm

Meeting adjourned at 9:50 pm