

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**Via: Zoom**  
**April 22, 2021 7:30PM**

**Minutes**

Meeting called to order at 7:33 pm

Present: R. Esman, K. Turner, V. Nelson, B. Schwartz, K. Parker, R. Levan, L. Fitz;  
A. Benefico arrived 7:36 pm; L. Sarnoff arrived 7:40pm.

A quorum was present throughout the meeting.

President Esman opening remarks

R. Esman made a motion to approve the minutes from the March 11, 2021 meeting, second by V. Nelson, K. Parker abstain, remainder approved, except A. Benefico and L. Sarnoff who were not yet present.

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

- Town Inspection – Fire inspector to revisit the Library on Friday April 30, 2021. All compliance issues have been resolved and inspector to confirm compliance.
- K. Gilman provided quotes from four vendors for railings. B. Schwartz makes motion to approve R & G Wrought Iron Railing Inc., second by K. Turner, all approve.
- Optimum for Wifi set 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. R. Esman made a motion to approve payments of warrants in the amount of \$36,195.66. A. Benefico second the motion, all approved. K. Turner made a motion to transfer \$50,000.00 from the Signature money market account to Signature checking account, L. Fitz second, all approved.
- Independent financial audit by O'Connor Davies conducted remotely the week of February 15, 2021. Jeff Shaver of O'Conner Davies presented: Draft Financial Statements for 2020. Auditor's opinion is "clean." Budgetary and actual surplus. R. Levan makes a motion to accept the financials in draft form pending (1) confirmation from Schwab and (2) signatures of President Esman and Accountant, Michael Lewis, second by B. Schwartz, all approve.

## Committee Updates:

- Programming: L. Fitz
  - Adult programs
  - Children's programs
  - Programs have been well attended all around.
  - Social Media growth from 39 followers to 920
  
- Capital Improvements Exterior: B. Schwartz:
  - Genesis painting to start the week of May 7, 2021 prior to start will do a walk through with J. Coulter.
  - Irrigation System: system installed but because system is automatic need to address Wifi.
  - Parking Lot update: walking tour to review the layout on May 11, 2021 at 6:30 pm
    - Total parking spaces: 59 (with the option of 14 more in the future)
    - 17 spaces in the lower lot and island (most of them are existing spaces)
    - 42 spaces in the new upper lot
    - Area near the Library
    - All new work has been eliminated in this area except for 2 new HC spots directly across from the Library and a small area of concrete sidewalk connecting the crosswalk with the existing entry plaza
    - The existing island
    - The existing island and the parking around it remain unchanged
    - The only work here is replacing the sidewalk and steps with a ramped sidewalk (no steps)
    - Driveway to the neighbors
    - A new dirt road is located to the side of the new upper lot
    - About half the length of the existing dirt road remains unchanged
    - New upper lot
    - The 42 new spaces are in a simple asphalt lot with no curbs
  
- Capital Improvements Interior: A. Benefico.
  - Bob Gabalski from Lothrop Associates presented update from March 26, 2021 (second) site visit to the Library. Lothrop is engaged to conduct a condition assessment and focus group / community engagement. Primary issues relate to accessibility. The Library is legal and grandfathered but, not compliant. Provided assessment report to A. Benefico April 22, 2021 for review. Next steps meet the trustees and staff at the Library May 11, 2021 at 7:00pm. in person.
  
- Publicity: L. Sarnoff
  - Record Review ad, four ads over six-week period

## Back Office issues: Jennifer Coulter

- Free Direct Access: Pound Ridge residents have priority to access, approved by all.

- Quarantine Policy: V. Nelson and J. Coulter to discuss with staff the proposal to reduce or eliminate the book quarantine period and will revert with results.

Next meeting scheduled for Thursday, May 20, 2021 at 7:30 pm

Public session closed at 9:35 pm

Executive session began at 9:40 pm

Executive session closed at 10:27 pm

Meeting adjourned at 10:27 pm