

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

Meeting called to order at 7:34 PM

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

President Esman informed the board and attendees that Kristine Parker could not attend the meeting, and in her absence, Anne Benefico would be taking the minutes for this meeting only.

A quorum was present throughout the meeting.

President Esman made opening remarks.

President Esman made a motion to approve the minutes from the February 11, 2021 meeting; all approved.

A date was set for next Board Meeting – April 22, 2021. All in agreement.

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

- Fire Marshall's Plan – All items have been completed to get the library in compliance, with the exception of: installation of emergency door push bars (we have 3 pricing proposals; see notes below); installation of Fire Extinguishers with signage for the extinguishers, and Exit Lights.
- Sprinkler System – Work will begin to install the sprinkler system. First step is a plumber will be assessing the system on Monday, March 15.
- K. Gilman provided quotes from 3 vendors for the purchase and installation of the push bars. B. Schwartz made the motion to approve the bid from Thompson Lock and Supply Corp for \$2,355.85. V. Nelson seconded it. All approved, with K. Turner recusing himself because one of the vendors was a client of his.
- K. Gilman was happy to report that (finally!) the NYS DOT installed road signs in both directions on Route 124 indicating "Library" with an arrow for turn ahead; and another sign indicating Driveway Ahead.

Financials: Mike Lewis provided an update on the financials:

- Audit Process – M. Lewis said the audit process, which is being done remotely, is in the final stages. He indicated it went smoothly and should have a final draft soon; waiting on some legal documents and some administrative paperwork from Heidi. He will present the findings at the next board meeting, April 22, 2021.
- M. Lewis gave an overview of the Balance Sheet indicating we have a healthy balance sheet, with \$1,351,455 million in our bank account compared to \$1,093,688 in Feb. 2020. All other assets remain relatively the same.

- M. Lewis provided a comparison of Budget vs. Actuals for Jan/Feb 2021 and we were pretty much on target with Income of \$67,161 Actual vs. 67,077 Budget.
- Profit and Loss comparison for Feb 2021 and Feb 2020 – income was down slightly; otherwise everything is in line and we yielded shy of \$12,000 income vs. \$20,000 last year. Still, we are in line with targets.
- K. Turner asked how much is needed out of money market for warrants. M. Lewis said warrants total approximately \$25,000 plus \$9,000 for payroll and taxes, and we should transfer \$30,000 to \$35,000 (Currently there is shy of \$20,000 in the checking account). B. Schwartz made a motion to transfer \$35,000 from our Signature Money Market Account to our Signature Operating Account. Seconded by L. Sarnoff. All in favor.
- Approval of Warrants: B. Schwartz raised a question about Marshall Oil and J. Coulter explained it. In addition, Sharron Cohen (Modified Yoga) mistakenly billed us twice. Warrants totaled \$24,587.94; amount confirmed by Heidi. Motion made by B. Schwartz to approve warrants. K. Turner seconded. All in favor. Warrants are passed.

Committee Updates:

- Capital Improvements Interior: A. Benefico
 - Bob Gabalski from Lothrop Associates has completed the drawings of the library's existing conditions (interior and exterior). He received the Volumes and Circulation Report from J. Coulter which will assist in the re-design of the library. He will be making another visit to the library to assess the "physical conditions."
 - B. Gabalski will be sending us the drawings and accompanying detailed notes from his first visit to the library which was on February 5.
 - Next step will be individual Focus Groups with the Board, Library Staff and Community.
- Capital Improvements Exterior: B. Schwartz:
 - An update was given by B. Schwartz on the Parking Lot. A Zoom meeting was held with the Capital Improvements Exterior Committee and Ray Beeler on March 10, 2021, with the goal of reducing costs and capping out the total expenses at \$750,000.00. In order to achieve this, several changes were agreed upon, such as: reducing spaces from 91 to 65 spots; reducing handicapped spaces from 4 to 3; removing granite curving; keeping the middle island as is.
 - R. Esman suggested we include Jon Posner and Sonia in future conversations and keep them in the loop regarding the parking lot, as we will be receiving funding from the foundation.
 - V. Nelson made the motion to move forward with the changes and approve the \$10,000.00 fee payable to Ray Beeler for the re-design document. A. Benefico seconded it. All approved.
- Committee Assignments: R. Esman
 - R. Esman commended V. Nelson for her hard work in putting together the chart with the structure and analysis of the various committees. He then suggested that we engage the Pound Ridge Community on some of the committees.
 - R. Levan agreed it would make sense to get input from the community especially on the long-range planning, interior and programming committees. He suggested we design a strategy to move forward with engaging the community and possibly J. Coulter can guide us in the approach.
 - L. Fitz mentioned she had reached out to the Pound Ridge Working Moms group for input into programming., emphasizing to the group that our library is 100% community based.

- **Publicity: L. Sarnoff**
 - Advertising: L. Sarnoff suggested we begin utilizing the Record Review to advertise, especially for the Children’s Programs. A 5 ½ inch ad in black and white is \$108.90. The Record Review has a section dedicated to children.
 - Social Media: the library has a strong presence on Instagram and we should continue posting our news and adding “buttons” for book of the month, history of the library, events, photo archives.
 - Jackie Roman from the Record Review was on the Zoom and she agreed to connect Lori with Francesca from the newspaper advertising department, who could assist us with art and design.
 - A motion was made by R. Levan to dedicate \$1,000.00 for an advertising campaign in the Record Review. L. Fitz seconded. All approved.

- **Legal Committee: New York State Emergency Procedures**
 - There is a template approved by the state and WLS for a Health Emergency Plan to be followed by libraries. V. Nelson and R. Levan (HR/Legal Committee) worked on completing the forms so we would be in compliance with NYS Labor Law to implement plans in the event of emergencies. V. Nelson made a motion to approve the emergency plan document. K. Turner seconded it. All in favor.

- **Back Office – Jennifer Coulter**
 - R. Esman asked J. Coulter if there were any back-office topics to be discussed before public remarks. All is in order.
 - L. Fitz asked if she could add one final comment and praised L. Sarnoff and the library staff for the success of the various on-line programs, and “stepping up” especially during the pandemic. Attendance has been impressive, including 65 attendees for the Creighton Michael event 92 attendees for the Birth of the Blues Series.

8:31 PM - Open for public comments

8:32 PM - President Esman called the Board of Trustees Meeting to a close, and thanked Jennifer Coulter, Alan Ramsay and Marilyn Tinter for everything they do on a daily basis.

Executive session began at 8:38 pm

Executive session closed at 9:35 PM