

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
Via: Zoom
May 20, 2021 7:30PM

Minutes

Meeting called to order at 7:33 pm

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

A quorum was present throughout the meeting.

President Esman opening remarks.

R. Esman made a motion to approve the minutes from the April 22, 2021 meeting, second by K. Turner, all approved.

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

- Fire Inspection – Fire inspector revisited the Library on Friday April 30, 2021. All compliance issues have been resolved except for small holes and fireproof insulation under sheetrock by stairs. All else perfect and in compliance.
- R & G Wrought Iron Railing Inc., installed railings outside new meeting area, completed.
- Generator Service – operating properly.
- Sprinkler System – not yet operating because of software issues, should be resolved shortly.

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 \$46,190.74, B. Schwartz second the motion, all approved.
- B. Schwartz made a motion to transfer \$65,000.00 from the Signature money market account to Signature checking account, V. Nelson second, all approved.
- Audit will be made available for public viewing upon request at the Library.

Committee Updates:

- Programming: L. Fitz
 - Adult programs – strong attendance: Highlights at the Met (51 attendees!), Yoga Fridays, Mindful Meditation, Wellness.
 - Children’s programs – New programs: Chef Rob, Spring Farm Animals
 - Culture Quest: Michael Boriskin pianist
 - Falcon presentation
 - Programs have been well attended all around.
 - Inquiries regarding Zoom programs continuing.

- Capital Improvements Exterior: B. Schwartz:
 - Genesis painting of Library completed.
 - Irrigation System: system installed but because system is automatic need to address Wi-Fi password issue.
 - Parking Lot update: walking tour to review the layout took place on May 11, 2021 at 6:30 pm
 - Ray Beeler sent notes from walk through to Canzone, engineering company to revise estimate. Revised estimate will be presented to the Board, hoping for June 24, 2021 meeting.

 - *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 provided Anne with the following updates:
 - Typing up learnings from walk through of May 11, 2021 with trustees.
 - Composing a community questionnaire for Board review. TBD how to get the survey to the community. Examples: mailer, social media, Library receipts, Library handouts, handouts at Pound Ridge Proud Day etc.
 - Would like community engagement to be in person.

Back Office issues: Jennifer Coulter

- Passport Processing Center
- Green Business Partnership: B. Schwartz makes a motion to join the Green Business Partnership, A. Benefico second, all approve.
- Re-Institute Fines as of June 1. 2021
- Pound Ridge Memorial Day Parade
- Pound Ridge Proud Day
- Patron Visit: no longer restricted.

Next meeting scheduled for Thursday, June 24, 2021 at 7:30 pm

Public session closed at 8:43 pm

Executive session began at 8:56 pm

Executive session closed at 9:51 pm

Meeting adjourned at 9:51 pm