

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library and Zoom
June 24, 2021

Minutes

Public Hearing on the Driveway/Parking Lot was called to order by President Esman at 7:03 pm.

President Esman shared that we will end this portion of the meeting at 7:45 pm and then start the regular Board Meeting of the Pound Ridge Library. He explained that Vice President Schwartz will share specifications and visuals on the zoom meeting; he stated that all questions should be held until after the presentation and each person will be given 3 minutes to ask questions.

Vice President Schwartz shared the history of our work for the parking lot expansion. An earlier Library Board chose Gallen Beeler as the architect for this work; located in Pleasantville, NY and the firm has done several libraries.

Our long-term plan is to continue to expand our programs including art shows, movie night, musical performances, yoga, crafty kids, etc. We plan to bring these back to in person as soon as practical. We are also a warming center for Pound Ridge during emergencies. Vice President Schwartz walked through the plans and the changes proposed for the parking lot including 56 new parking spaces being added. The access to the neighbors behind the library is now moved to the right with their own entrance into their driveways. The walkway that currently exists down to the library will now include a railing and will be easier to navigate for strollers and wheelchairs. The entire parking lot will be paved. There will be LED lighting to illuminate the parking lot.

Ms. Schwartz opened up the meeting for questions from the public. A question was asked related to the timing of the project. Ms. Schwartz responded with our next steps including presenting to the Planning Board with our architect at the next available Board Meeting. Once all approvals are received, it will take 2 months to complete the work. Another question was asked related to access to the library during construction. Ms. Schwartz stated that access will exist during the project and that it will be done in stages.

All meetings going forward will be held in person.

Public Hearing ended at 7:21 pm.

Board Meeting: called to order at 7:30 pm by President Esman

The open meeting law changes due to COVID for the past 14 months, concludes as of today, so our future meetings starting next month will be in person at the Library for both the public as well as the Board. We will no longer be holding zoom meetings.

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

A quorum was present throughout the meeting.

Ms. Nelson raised two items that needed to be updated in the minutes. Ms. Schwartz made a motion to approve the minutes from the May 20, 2021 meeting with the two changes outlined by Ms. Nelson: 1) update to indicate that the meeting was via zoom and in person and 2) update the minutes to indicate that Mr. Levan was absent, seconded Mr. Turner and approved.

The next meeting was scheduled for July 15, 2021 at 7:30 pm at the Library.

Facilities Update by Ken Gilman. Mr. Gilman shared that the irrigation system is up and running; he provided fireproof caulking in the basement as requested by the fire inspector. There is still one item to finalize from the inspector's recommendations. Tomorrow the holes in the driveway on the way to the neighbors will be filled.

Finance Update: presented by Ken Turner. The balance sheet comparison, profit and loss and budget to actual were shared as of May 31, 2021. Mr. Esman shared that the Board needs to approve the 2020 audit performed by PFK O'Connor Davies, that was reviewed last month. Ms. Nelson made a motion to approve the audit; B. Schwartz seconded. The audit will be available for public viewing upon request at the Library. We just received the engagement letter for the 2021 audit and the proposal keeps the cost the same with the same parameters as completed for 2020. Ms. Schwartz made a motion to approve engaging PFK O'Connor Davies for the 2021 audit, Mr. Turner seconded, approved.

Mr. Esman discussed the 2022 budget with a completion date of projected expenditures prior to the July Board meeting and to be completed by July 14th, with approval of the budget at the August meeting.

The Board reviewed the warrants. Ms. Schwartz inquired about the Lothrop invoice and it was shared that we had paid a deposit earlier. Heidi Nardelli shared that there was a credit received and an amount we had previously paid, which reduced the warrants to \$31,451.87. Ms. Schwartz made a motion to approve, Mr. Turner seconded, approved. Ms. Nardelli shared that we need to transfer funds to pay for the warrants. Ms. Nelson made a motion to transfer \$45,000 from the Signature money market account to Signature checking account; Ms. Schwartz seconded, approved.

Committee Updates:

Capital Improvement - Interior: Ms. Benefico shared that a questionnaire was updated by Ms. Coulter and it was distributed at Pound Ridge Proud Day with return of about 10 questionnaires. The next step is to distribute more broadly and to schedule community focus groups. Ms. Benefico shared that September may be a better time for the focus groups. Ms. Benefico also suggested that we add an inquiry into participating in the focus groups. The Board had a discussion and decided next steps with surveys and focus groups.

Programming: President Esman shared that most of our vendors want to continue in person and zoom simultaneously. The Board discussed future state of activities. Agreed to look into A/V equipment for the Shaffner room.

Library space: Discussion held around allowing meetings to take place again at the library.

Building Committee: The Board discussed outdoor space and suggested using the front space as green space with more chairs and add gates to the fence, these would have to be approved by the Landmark Committee. Ms. Nelson made a motion to purchase up to 4 Adirondack chairs; Mr. Esman seconded, approved.

Back Office:

Lifting of COVID restrictions of mask wearing; the Board agreed to update our policy on mask wearing and signage, etc. is lifted; bring up soft furnishings; bring back children's room.

Elections: Ms. Parker and Ms. Schwartz's roles are up for reelection; the Board set the date of September 21, 2021 for elections. Ms. Nelson made a motion that Ms. Coulter be appointed the elections coordinator, Ms. Schwartz seconded, approved.

By-Laws: Ms. Schwartz made a motion for the by-laws committee to review the by-laws and make appropriate updates; Ms. Nelson seconded, approved.

Policies: discussion had on first amendment rights related to video taping in the library. The legal committee will meet and send language to update our policy. Ms. Coulter shared a draft environmental policy for the Board to review. Ms. Nelson made a motion to approve the new Environmental Policy, Ms. Schwartz seconded, approved.

Concludes the agenda and now opened up for public remarks.

Question was asked about whether there can have a way to ensure that the private drive is kept that way. The Board discussed adding signage. A discussion was had related to the lighting, Ms. Schwartz explained that the lighting is down lighting, so it won't illuminate the area. A discussion was also had related to headlights into the houses behind the driveway. Ms. Schwartz shared that we had to submit a lighting plan and a landscape plan that should deal with these questions.

Public remarks Closing closed at 8:51 pm.

Executive Session opened at 9:03 pm

Executive Session closed at 9:47 pm

Meeting closed at 9:48 pm