

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
August 17, 2021 7:30PM

Minutes

Meeting called to order at 7:35pm

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

A quorum was present throughout the meeting.

President Esman opening remarks.

R. Esman made a motion to approve the minutes from the July 15, 2021 meeting, second by K. Turner, all approved, except V. Nelson and K. Parker who abstain and were absent for the July 15, 2021 meeting.

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

- Wasps removed / exterminated
- Dandelion Geothermal – estimate sent to Library for geothermal system
- Driveway solar lights clean
- 3 fixtures in Schaffner room not working, electrician ordering parts for replacement and will schedule follow up
- Window well cover installed at front door on August 18, 2021
- Marshall oil inspected oil burner, currently in working order

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 \$42,710.85, L. Fitz second the motion, all approved.
- B. Schwartz made a motion to transfer \$60,000.00 from the Signature money market account to Signature checking account, L Sarnoff second, all approved.
- B. Schwartz made a motion to finalize and approve the 2022 budget in the amount of \$804,927.00 ,A. Benefico second, all approve.

Assemblymember: Chris Burdick, Assembly District 93

- Legislature meets January to June
- Library funding, \$100,000 grant to Westchester Library System
- Contact: burdick@nyassembly.gov / 914-244-4450 & 518-455-5397

Committee Updates:

Mask Policy: A. Benefico makes motion to require masks for all patrons and employees, K. Turner second, V. Nelson wants to follow CDC guidelines, all others approve, motion passed. Policy effective immediately.

- Programming: L. Fitz
 - Adult programs – strong attendance: Yoga Fridays, Mindful Meditation, Wellness.
 - Children’s programs – New programs for Fall in planning
 - COVID concerns – mask requirement for indoor activities
 - 81 children in Summer reading program
 - Peter Malinverni – Jazz musician offered music program
 - Inquiries regarding Zoom programs continuing.
- Capital Improvements Exterior: B. Schwartz:
 - Parking Lot update:
 - Board members met with Beeler and neighbors, Carmichael and Pierce, modifications to the plans agreed among the parties. Beeler sent contract. Board retained Attorney. September we will seek formal Board approval of Parking Lot project and contract execution.
- Capital Improvements Interior: A. Benefico.
 - Survey: Received 196 patron survey results. Library will put announcement in Record Review to ask for more survey returns.
 - Focus Group: 40 people have expressed interest thus far. Suggest multiple smaller groups. Calendar invites to be sent for participation. September 23, 2021 proposed date for focus group.

Back Office issues: Jennifer Coulter

- Technology Workshop – Tuesday and Friday beginning in September
- Pop-up vaccination site – Through the health department. First shot September and second October, 4 hours minimum requirement
- Harvest Festival – October 2, 2021 1pm-6pm. Pound Ridge Partnership request donation for children’s table. V. Nelson makes motion to donate \$150 for kids table, B. Schwartz second, all approve. Regular Library table volunteers needed (R. Levan and A. Benefico). Giveaways: bags, reading lamps, etc. B. Schwartz makes a motion of up to \$500 to be spent on giveaways, A. Benefico second, all approve.
- Energy Audit – NYSERTA low-cost energy study \$100 for report. R. Levan makes motion to spend \$100 on NYSERTA study, L. Fitz second, all approve.
- Sensory Storytime – ages pre-school and up
- Voter Registration Day – September 28, 2021
- Construction Aid – Capital Funds begin project within 180 days of application and complete within 3 years of application. Application deadline annually in August.
- Expansion of Photographic Policy – R. Levan makes motion to amend the photographic policy, second by B. Schwartz, all approve

- Correction of By-Laws section 4 – to be reviewed in September meeting as overall By-Law review
- Prevention Plan (HERO ACT) – R. Levan makes a motion to adopt the HERO Act, second by B. Schwartz, all approve.
- Carpet Cleaning – B. Schwatrz makes a motion to spend up to \$750 on carpet cleaning, second by R. Levan, approved by all.
- Covering for outside AC units
- Garden Club – suggest Monday for club gatherings

Next meeting scheduled for Thursday, September 23, 2021 at 7:30 pm

Public session closed at 9:46 pm

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Executive session began at 9:53 pm

Executive session closed at 10:22 pm

Meeting adjourned at 10:22 pm