

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**September 23, 2021 7:30 PM**

**Minutes**

Meeting called to order at 7:33pm

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

A quorum was present throughout the meeting.

Vice President Schwartz opening remarks.

K. Turner made a motion to approve the minutes from the August 17, 2021, meeting, second by R. Levan, all approved.

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

- Furnace quotes: Three proposals presented from Marshall Oil, Lakeland Plumbing and Borelli HVAC.
- Gutter cleaning estimate. Gutter guard discussed.
- K. Gilman to obtain shrub estimates
- Traffic mirror request, K. Gilman to follow up with Town
- Potholes repaired by highway department. A. Benefico makes motion to purchase brownie platter for highway department, second by V. Nelson, all approve.
- Parking lot lights not working
- Jeff Dodge, local arborist treating beech tree and crab apple trees. V. Nelson makes motion to continue to use Jeff Dodge to treat trees, R. Levan second, all approve. Three proposals not required because less than \$500.00.

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.
- Discussion of visibility of trust accounts. Beginning next month separate presentation of trust accounts and starting January 2022, the trust accounts will be incorporated into financials.
- Addition of budget line item 8012 for digital / e books.
- The Board reviewed the warrants. V. Nelson made a motion to approve payments of warrants in the amount of \$50,891.51, A. Benefico second the motion, all approved.
- A. Benefico made a motion to transfer \$45,000.00 from the Signature money market account to Signature checking account, K. Turner second, all approved.

### Committee Updates:

- Programming: L. Fitz
  - Quarterly newsletter
  - Adult programs – strong attendance: Yoga Fridays, Mindful Mediation, Wellness.
  - Children’s programs – New programs for Fall in planning
    - Musical Munchkins
  - Culture Quest – Elizabeth Hand, author
  - Peter Malinverni – Jazz musician offered music program
  - Begin live, in person programs at the library
  
- 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. Plans are getting Planning Board ready. Beeler sent contract. Board retained Attorney. Special meeting may be required to facilitate formal Board approval of Parking Lot project and contract execution.
  
- Capital Improvements Interior: A. Benefico.
  - Focus Group: On September 23, 2021, a focus group was conducted. 10 people participated in the Focus Group, 5 additional observers. Varied demographics.

### Back Office issues: Jennifer Coulter

- Harvest Festival – October 2, 2021, 1pm-6pm.
- Reading Room – alarm, need a sensor V. Nelson makes a motion to spend \$75.00, B. Schwartz second, all approved.
- Service Level Agreement (SLA) requires signature
- Seed library – native plants vegetable and flowers. Build a catalog \$200-\$300 investment. Winter and Spring workshops. B. Schwartz makes to spend up to \$300 for a seed catalog, L. Fitz second, all approved.
- Costume swap – October 13-October 31, 2021
- Sensory Storytime workshop- Evelyn Carmichael suggestions

Next meeting scheduled for Tuesday, October 19, 2021, at 7:30 pm

Public session closed at 8:51pm

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Executive session began at 8:58 pm

Executive session closed at 9:24 pm

Meeting adjourned at 9:24 pm

