

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
October 19, 2021

Minutes

Meeting called to order at 7:30 pm

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

Absent: L. Sarnoff

Lori Sarnoff has resigned as a Board member and will stay on through the end of December 2021.

A quorum was present throughout the meeting.

Ms. Schwartz made a motion to approve the minutes from the September 23, 2021, meeting, seconded by Mr. Turner and approved.

The next meeting is scheduled for Tuesday November 16th at 7:30 pm. Ms. Schwartz was sworn in for another 3-year term as Board of Trustee.

This is the Annual meeting and elections for Officers is required. The Board will be voting on President, Vice President, Treasurer/Vice President and Secretary. Prior to voting, the Board discussed proposed changes to the By-laws. The Legal/HR Committee will make updates to the By-laws based on the discussion and present at the November Board for approval at the December Board Meeting.

The following Officers were elected:

President – Richard Esman

Vice President/ Treasurer – Ken Turner

Vice President – Bonnie Schwartz

Secretary – Lisa Fitz

The Board discussed allowing someone else to take minutes in lieu of the Secretary; however, our By-Laws currently only allow for the Library Director to take minutes in lieu of a Board Member.

Ken Gilman, Property Manager provided an update. He shared that he is working with the Town and the DOT to solve the driveway exit sight lines. The outside light is now not working, the Board suggested hiring an electrician. Mr. Gilman shared that there are 2 EV stations available if we want to request them at the Library. Finally, he shared that the potholes in the driveway will be filled by the Highway Department by the end of the week.

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.

Ms. Schwartz made a motion to approve payments of warrants in the amount of \$39,127.73; Ms. Fitz seconded, and the motion was approved. Ms. Schwartz made a motion to move \$60,000 to the operating account, Ms. Benefico seconded, approved.

Mr. Chris Kuehne our investment advisor provided an update on the Library's investments. He shared information on bonds and their benefits to the investment portfolio. He also reviewed the investment strategy since 2007.

Update from all committees:

- Parking Lot Committee: Ms. Schwartz provided an update on the parking lot upgrade. She shared that we are the final stage prior to approval by the Town Planning Board. The Board needs to approve all contracts, which have been reviewed with Mr. Levan and outside counsel. Mr. Levan made a motion to approve the IQ Contract in the amount indicated in the contract, Mr. Esman seconded; approved. Mr. Levan made a motion to approve the contract with Galen Beeler in the amount indicated in the contract, Mr. Turner seconded, approved. Mr. Levan made a motion to approve Catizone contract in the amount indicated in the contract, Ms. Benefico seconded, approved. Ms. Nelson made a motion to approve the revised parking lot site plans, Mr. Esman seconded, approved. Ms. Nelson made a motion to approve the revised lighting plans, Mr. Esman seconded, approved. Ms. Nelson made a motion to approve the landscaping plans, Mr. Levan seconded, approved. These will now be submitted to the Town Planning Board. The next step is to attend the Planning Board meeting, which is scheduled for November 18th. Trustees should attend to show our support. The plans will be submitted by November 4th and then notification will be sent to our neighbors.
- Programming: Ms. Fitz gave an update on programming. Discussed musician for February in person. As the weather is changing, transitioning children's programs inside. Some new programs coming - reading to a dog; numbers are back up since school is back in session and programs are in person.
- Legal/HR Committee: Provided changes to the Personnel Policy and By-Laws. After discussion, the Committee will make some minor updates to bring to the next meeting.
- Interior Committee: An update was provided by Anne Benefico. Shared Lothrop's report from focus group. The next step is the recommendations to the Board.

Back Office - Jennifer Coulter provided the following back-office updates:

- Updates on Green business partnership - last April we agreed to get certification and we are now certified 3 months early.
- Countdown summit - a global event to champion and accelerate solutions to the climate crisis on November 13 3-4:30.
- The Conservation Board would like to use the library on Sunday February 23 11-3; agreed to allow groups to serve refreshments in library programs; landscaping quotes; plastic recycling effort in town and agreed to do battery recycling at the library.
- Received cleaning proposals from Arco, Anago and Vanguard – Ms. Schwartz made a motion to hire Arco for cleaning, Mr. Levan seconded, approved.
- Landscape bids received from Evergreen, Gossett, and MG; Ms. Schwartz made a motion that we approve MG, Mr. Turner seconded; approved.
- For fencing around A/C units – we received bids for a living fence from 3 companies, Jennifer is still getting bids for a fence.

Discussion around mask mandates in the library; agreed to continue to require masks at the library. Ms. Nelson made motion to stop wearing masks at Board meetings, Mr. Turner seconded, Mr. Esman objected; passed.

Ms. Schwartz shared that to submit our plans to the Planning Board, we must pay a fee. Fees are waived as we are a municipality, however, we need to provide an escrow check for \$4,000. Mr. Turner made a motion that we provide an escrow check for \$4,000 to the Town, Mr. Levan seconded; approved.

Open to public comments at 9:30 pm. Ms. Tintner reminded everyone of exhibit where library will get 25% of any sold pictures. Mr. Pierce requested hard copy of plans. Agreed to provide to the neighbors.

Discussed our zoom is garbled and look at how Town House does it.

Public remarks closed at 9:35 pm; and the closed session ended.

Executive session began at 9:40 pm

Executive session closed at 10:22 pm