

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**November 16, 2021**

Meeting called to order at 7:33pm.

Present: Richard Esman, Bonnie Schwartz, Ken Turner, Valerie Nelson, Richard Levan, Lisa Fitz, Anne Benefico (Lori Sarnoff has resigned from the Board effective November 11, 2021)

A quorum was present throughout the meeting.

Mr. Esman stated that the 6:30pm Meet & Greet with Pound Ridge Library Foundation was a huge success.

Mr. Esman made a motion to approve the October 16th, 2021 Board meeting minutes, seconded by Ms. Schawartz and the motion was approved.

The next Board meeting will be held on Tuesday, December 21<sup>st</sup> at 7:30pm.

Buildings and Grounds: Ken Gilman, Property Manager provided an update. He shared that all of the lighting in the parking lot is working – both solar and hard-wired, and all of the front walkway lights are working as well. A new light post was installed in the traffic circle. The cottage had no heat yesterday and that has been fixed. The cottage dishwasher is in need of repair which is scheduled for Thursday, November 18<sup>th</sup>. Ms. Schwartz requested that Mr. Gilman reach out to Marshall Oil to make sure the generator had diesel fuel in preparation for winter. The automatic door was not working properly earlier in the week and that has been fixed. Ms. Schwartz requested that Mr. Gilman purchase bags of sand and salt in preparation for winter.

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, and the endowments funds. The Board reviewed the warrants. Ms. Schwartz made a motion to approve the warrants in the amount of \$36,020.45, seconded by Ms. Nelson, approved. Ms. Schwartz made a motion to transfer \$60,000 to the Signature operating account, seconded by Ms. Nelson, approved.

Update from Committees:

- Parking lot update: Ms. Schwartz gave an update on the parking lot project. She stated that the parking lot proposal will go before the town Planning Board on Thursday, November 18<sup>th</sup> at 7pm. The team presenting to the Planning Board will be the engineer, Ray Beeler, the attorney, the architect, the lighting company and the landscape company. Mr. Esman encouraged all Board members to attend. The next Planning Board meeting will be held on Thursday, December 16<sup>th</sup>.
- Program update: Ms. Fitz provided an update on programming. She thanked the Board for supporting the upcoming new program “Playwriting for Kids”. Children’s programming continues to bounce back and get good attendance. A new chess instructor has been hired. A new Watercolor Painting program will be held on Zoom.
- Legal/HR: Ms. Nelson stated that the committee will present changes to the Personnel Policies and the By-Laws next month.

- Interior: Ms. Benefico stated that the next step in the interior re-design process will be having the Board meet with Lothrop Associates to hear their recommendations. Anne will reach out to Bob Lothrop and Board members with a date in early-to-mid December, before the next Board meeting.

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

- Advertisement in the Record Review for new Library Trustees would cost \$138.60 for black and white or \$273.60 for stand-by color for 1/8 of a page. Ms. Schwartz made a motion to approve stand-by-color expense, seconded by Richard, approved.
- Three options for a new office computer were presented. Motion by Ms. Schwartz to spend up to \$1200 for new computer, software and a webcam, seconded by Mr. Esman, approved.
- New trend among Westchester libraries: 14 out of 38 WLS libraries have gone fine-free. The Board will table the issue and re-visit in 3 months.
- Fencing options to hide air-conditioner condensing units at the back of the library. The options are: "living fence" /shrubbery vs. wood fencing vs. plastic/resin material. Four members voted for shrubs, so majority rules: shrubbery will be used, but tabled until spring.
- Due to a price increase by current vendor for extermination service, quotes were sought from three additional vendors. The Board voted to stay with JP McHale.
- YouTube channel created for the Library where recorded events will be available for viewing.
- A request from Betsy Ronel to place a food collection bin in front of the Library for Feed Westchester approved.
- There was much interest by the participants of Saturday's TEDx Countdown event, to hold an event(s) to welcome newcomers to Pound Ridge and to raise awareness of, and encourage participation with, local environmental groups, to be held at Library.
- Construction Aid as a source of funding for future projects such as the parking lot, geo-thermal conversion, and interior updates was discussed. The Board did not think the timing would be right for the parking lot project and geo-thermal was not feasible as the infrastructure for it would have to be located under the driveway. Ms. Schwartz suggested that we apply for Construction Aid to purchase a new boiler in the near future due to its age. The Board agreed.
- Permission to close the Library at 3pm on November 24<sup>th</sup>, the day before Thanksgiving, approved.
- In order to facilitate better quality video and audio for library Zoom programs, vendor came to the Library to prepare a quote which will be coming in shortly. (Same vendor Town House is using.)
- Investigating the NYSEG Make Ready grant program to help with purchase of EV charging stations.
- Discussion of purchase of new toilets tabled until after meeting with Lothrop Associates.
- New requirement in Library-related law stating that open meeting documents must be available upon request or posted to the public body's website at least 24 hours prior to the open meeting at which the documents will be discussed. This law goes into effect on November 19, 2021.

Open to public comments at 9:15pm. No public comments.

Public remarks closed at 9:16pm and the Board meeting was called to a close.

Executive session began at 9:25pm.

Executive session closed at 10:32pm.

