

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
December 21, 2021

Meeting called to order at 8:01pm.

Present: Bonnie Schwartz, Ken Turner, Valerie Nelson, Anne Benefico
on Zoom: Richard Esman, Richard Levan

A quorum was present throughout the meeting.

Mr. Esman requested Board approval of the November 16th, 2021 Board meeting minutes. Motion made by Ms. Schwartz to approve the minutes, seconded by Mr. Turner. Motion passed unanimously.

The next Board meeting will be held on Thursday, January 27th at 7:30pm.

Ms. Nelson made a motion to promote Jennifer Coulter to Library Director as of January 1, 2022. Ms. Schwartz seconded the motion. Motion passed unanimously.

Buildings and Grounds: Ken Gilman, Facilities Manager, provided an update: The cottage required a service call for heat. Marshall Oil provided service although they, and most other oil companies, typically only provide service to clients who are purchasers of their oil. Mr. Gilman suggests that language be included in future lease agreements to require tenants to purchase home heating oil from the same provider as the library.

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 the warrants in the amount of \$39,828.35, seconded by Mr. Turner. Motion approved. Ms. Schwartz made a motion to transfer \$60,000 to the Signature operating account, seconded by Mr. Turner. Motion approved.

Update from committees:

Parking Lot expansion: Ms. Schwartz provided an update: The Board of Trustees met with the Pound Ridge Planning Board for the second time on December 16th to seek approval for the proposed parking lot plans. The Planning Board has concerns about the traffic on Route 137 in front of the library and would want the library to perform a traffic study. They would like to see the plans include a wider driveway entrance. They are also concerned about the location of the handicapped parking spots across from the library entrance, which they feel are too close in proximity to Route 137. They would also like the location of the neighbors' driveways moved. They have concerns about the parking lot coverage on Library's three-acre parcel. Ultimately, the Planning Board would not support more than 10-13 additional spaces. Ms. Schwartz stated that, in her opinion, the additional cost to perform a costly traffic study and re-design the plans incorporating all of the changes that the Planning Board wants, for only

10-13 additional spaces would not be a good return on investment. She would like to call a vote at a future Board meeting to decide whether to move forward. Ms. Schwartz recognized the outstanding job of the designer, Ray Beeler and the attorney. The Library retains ownership of the plans for possible use at a future date. Mr. Esman wants to explore other options further before any decisions are made and will report his findings to the Board.

Legal H/R: Ms. Nelson provided an update on the By-Law revisions: Proposed changes: 1. Allow people to serve 6 years *after* an appointment. The remainder terms are important because as of October 2022, 5 of the 7 sitting Board members terms will have expired and 2 of those members cannot run again (Mr. Turner and Mr. Esman), the others can. The Board must assign terms with consideration to remainder terms after the October 2022 elections. 2. A quorum should be based on the total number of *sitting* Trustees, not based on 9 seats. Ms. Nelson will make these changes and the Board will vote in January.

Ms. Schwartz made a motion to approve changes to the Personnel policies, seconded by Ms. Benefico, passed unanimously.

Interior project: Ms. Benefico provided an update on the Interior project: Four members of the Interior committee (A. Benefico, B. Schwartz, K. Turner, L. Fitz and J. Coulter) met with Lothrop Associates on December 15th. Bob Gabalski presented 3 plans: 1. 'simple plan': leaving much of what we have "as is" and doing a "refresh", 2. 'intermediate plan': moving some collections, taking down some walls, and the 'big picture/dream' plan. Each of those proposals come with a different price tag. The committee must now put together a "wish list" with priorities and must decide on a budget. The Interior committee will meet again on January 5th. Ms. Nelson said she would like to see the priority list coordinated with a year-over-year budget. Ms. Schwartz would like the Board to set a budget for 2022. The Interior committee will take all of this information back to Lothrop Associates and they will put it in writing and that will be the last step in the existing contract for 'pre-design' services. The existing drawings and the three proposal drawings are in the office.

Back Office: Ms. Coulter is exploring other options for upgrading the audio/video in the Schaffner Room and will present that information at the next Board meeting.

Open to public comments at 8:57pm. No public comments.

Public remarks closed at 8:58pm and the Board meeting was called to a close.

Executive session began at 9:10pm. Richard Levan was not present for Executive session.

Executive session closed at 9:32pm.

