

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: on Zoom**  
**January 27, 2022**

Meeting called to order at 7:34pm.

Present: Richard Esman, Bonnie Schwartz, Ken Turner, Valerie Nelson, Richard Levan, Lisa Fitz, Anne Benefico

A quorum was present throughout the meeting.

The next Board meeting will be held on Thursday, February 24th at 7:30pm. It will be held on Zoom.

Mr. Esman requested Board approval of the December 21, 2021 Board meeting minutes. Motion made by Ms. Nelson to approve the minutes, seconded by Ms. Benefico. Motion passed unanimously.

Buildings and Grounds: Ken Gilman, Facilities Manager, provided an update: many lightbulbs were replaced and salt and sand are stocked in the basement.

Financials: Mike Lewis provided an update on the financials: The audit will be performed by PKFOD and will take place on February 14<sup>th</sup> or 15<sup>th</sup> and will be performed remotely. 1099NEC's for consultants have been processed and will be sent out tomorrow. The file will be sent to the government. At the suggestion of the auditors, Schwab accounts will be presented with the financial information each month. Mr. Lewis gave an overview of the balance sheet comparison, budget to actual and P&L. At the recommendation of the PRLD's independent auditors, Mr. Lewis presented a year end budget amendment for the Board's approval. Ms. Schwartz made a motion to approve the amendment, seconded by Ms. Benefico. Motion passed unanimously. Ms. Schwartz made a motion to transfer \$45,000 from the Signature Money Market account to the Signature operating account, seconded by Ms. Benefico. Motion passed unanimously. The Board reviewed the warrants. Ms. Benefico made a motion to approve the warrants in the amount of \$29,148.07, seconded by Ms. Schwartz. Motion passed unanimously.

Mr. Esman formally welcomed Jennifer Coulter to her first meeting as Library Director.

Update from committees:

Parking Lot expansion: Mr. Esman met with Library's attorney, Gerry Totorella. The Planning Board does not want to approve the plan that the library submitted. They want the plan greatly scaled back which would require the library to incur a lot of expense to re-draw plans, conduct traffic surveys, etc. The Library owns the plans and they can be used by future Boards. Motion by Ms. Nelson to disband the ad-hoc committee for the parking lot expansion project and withdraw the application to the Planning Board, seconded by Mr. Turner. Motion passed unanimously. Mr. Esman will send the letter to the Planning Board. The Board agreed that Ms. Schwartz will speak with Jim Perry at the PR Building

Department about repaving and re-stripping the parking lot and a lighting plan which would not require an engineer or approval of the Planning Board.

Interior project: Ms. Benefico provided an update on the Interior project: The Interior Committee met on Zoom on January 5<sup>th</sup> to establish priorities. Ms. Benefico passed along that information to Bob Gabalski of Lothrop Associates. Mr. Gabalski joined the meeting to explain the next and final steps in the pre-design phase: He and his associates will develop an outline of programmatic and special and physical infrastructure needs for the library, and create a vision plan for the project and send that document to the Board. This will close out the current contract for their services. He will provide Ms. Coulter with shelving counts.

Programming: Ms. Fitz provided an update on programming: adult and children's programs are well attended. New art exhibit on display "Paintella", new watercolor painting series on Zoom, held "What's It Worth?" in collaboration with two other libraries, upcoming program on Metropolitan Opera, How to Stand Out in College During Covid, Play Writing for Children will be postponed until March, Chess program is thriving.

Cottage update: Tenants will vacate by April 30, 2022.

Legal/HR: Ms. Nelson made a motion to adopt the new By-Laws as were edited in previous Board meetings, seconded by Ms. Schwartz. Motion passed unanimously. Dental insurance is offered to the staff and will be effective February 1<sup>st</sup>. This is the only dental coverage being offered and the staff can choose to participate or waive that coverage.

Back Office: Ms. Coulter provided an update from the back office: Terry Wolfish Cole, a Jeopardy contestant who competed against Amy Schneider, will be performing at a storytelling evening in April 2022 at the library. The results of the Community Survey will be posted to the website after review by the legal committee. Ms. Benefico and Ms. Schwartz will be responsible for maintenance of the Wood Memorial. Self-checkout kiosks are not currently available from WLS but the cost would be \$3,000 initial expense and annual support fee of \$1,500. Additional work is required to be in compliance with the fire codes. A bid was obtained for \$800 for that work and additional repair work. Ms. Schwartz made a motion to spend up to \$1,000, seconded by Ms. Fitz. Motion passed unanimously. Jim Perry at PR Building Department approved removal of urinal in the public bathroom. Ms. Coulter will obtain bids for that work. WLS technology changes were discussed: PRL will stay with WLS for email and G-suite. PRL will stay with WLS for Network Managing Services. PRL will use Keating Electric for the WLS required wiring upgrade. Ms. Schwartz made a motion to spend up to \$500 for a new TV and installation, seconded by Ms. Fitz. Motion passed unanimously. Ms. Schwartz motions to amend to \$600 to cover the expense of discarding of old TV, seconded by Ms. Fitz. Motion passed unanimously. Board will table purchase of audio technology for Schaffner Room until they can observe the effectiveness of DNR technology at the Pound Ridge Town House. The new Seed Library has arrived and is located in the library lobby. The Board reviewed vendor options for the interior project and will invite Creative Library Concepts to meet with the Interior Committee. PRL will participate in the PR Earth Day Event April 23rd. Trustee training will be mandatory in 2023. Ms. Coulter will be joining the Public Library Director Association's E-Content Committee.

Open to public comments at 9:16pm. No public comments.

Public remarks closed at 9:17pm and the Board meeting was called to a close.

Executive session began at 9:27pm.

Executive session closed at 9:53pm.