

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Avenue, Pound Ridge NY**  
**March 22, 2022**

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

The meeting was called to order at 7:34pm. A quorum was present throughout the meeting. Lisa Fitz joined the meeting at 7:38pm.

The next Board meeting will take place on Thursday, April 14th at 7:30pm. It will be held at the library.

Mr. Esman requested Board approval of the February 24, 2022 Board meeting minutes. Motion made by Ms. Nelson to approve the minutes, seconded by Ms. Benefico. Motion passed unanimously.

**Building and Grounds:** Facilities manager Ken Gilman provided a facilities update: A fire inspection took place on March 11, and the inspector gave the library a list of items required to pass inspection: Three fire extinguishers in the basement need to be inspected, smoke detectors are required in Director's office and Schaffner Room. An Annual Systems Report must be submitted from the Library's monitoring company, and the annual Chair lift inspection must take place. Inspections from NYCONN Securities and Day Elevator have been scheduled. The new meeting space door alarm was not functioning and has been fixed. The crumbling asphalt around the storm drain must be addressed by the library, not the town. Mr. Gilman is investigating vendors to do the repair work.

**Financials:** Michael Lewis, the library's accountant, provided an update on the 2021 Audit. We are waiting for one legal letter to complete the audit. It will be ready to present at the April Board meeting. The auditor recommended the Board create a Management Discussion and Analysis as part of the final audit report. Mr. Lewis will provide a copy of the draft report to all Board members. The NYS Annual Report (through WLS) and AUD reports have been filed. Mr. Lewis gave an overview of the balance sheet, profit & loss comparison, budget vs. actual and P&L. The warrants were presented in the amount of \$27,764.72. Ms. Schwartz made a motion to approve the warrants. Ms. Nelson seconded. Motion passed unanimously. Ms. Schwartz made a motion to transfer \$35,000 from the Signature money market account to the operating account. Ms. Nelson seconded. Motion passed unanimously. Chris Kuehne presented an overview of the library's financial position with Schwab. Going forward, all Board members will receive Schwab financial reports quarterly, not just the Financial Committee.

**Parking Lot:** Ms. Schwartz distributed a paving, and striping plan for the parking lot, created by Peter Catizone, of Catizone Engineering. Expansion is not in the plan. Improved lighting is a safety issue and must take place prior to paving. Ms. Schwartz has spoken informally to Michele Rudolph of the Planning Board, and informed her of the plan. The proposal from Catizone, for \$5,150, includes the revision of the lighting plan originally created as part of the expansion plan, filing with the Planning Board, plus three appearances at the Planning Board meetings. The design includes 12-15 tall light posts. Ms. Schwartz said the engineer can manage the project without the need for an attorney. Ms. Schwartz

anticipates the Planning Board will request escrow funds. Ms. Schwartz requests \$5,150 to pay Catizone Engineering. Ms. Nelson makes a motion to pay Catizone \$5,150, seconded by Mr. Turner. Motion passed unanimously. Ms. Schwartz requests \$4,000 to put in escrow with the Planning Board made payable to the Town of Pound Ridge. Ms. Fitz makes a motion to pay \$4,000 to the Town of Pound Ridge, seconded by Mr. Levan. Motion passed unanimously.

**Programming:** Ms. Fitz presented an update on programming. Attendance at all regular programs is consistent. In person attendance is up. Adult yoga will resume in person, on a trial basis, and also remain on Zoom. Upcoming programs include those lead by NYU professors and an award-winning environmentalist. The new art exhibit is running through April 16.

**HR/Legal:** Civil service canvass letters were sent out for the full-time clerk position. Responses have been received and candidates will be contacted for interviews.

**Interior project:** Ms. Benefico provided an update on the Interior project. The Board will be proceeding with Creative Library Concepts to obtain a proposal for new shelving and furniture for the rest of the library. A proposal will be presented at the next Board meeting. Bids will be sought to paint and carpet the entire library. The fiction collection will switch locations with the non-fiction collection. Items which have not been checked out in three years will be weeded from the collection. Some portion of the non-fiction will be stored in the basement using the shelving that is being discarded.

**Trustee appointments:** Mr. Esman and Ms. Nelson met with prospective trustee candidates Michael Clark and Selena Shen and recommend their appointment to the Board. They would run in the September 2022 elections. Ms. Nelson makes a motion to appoint Michael Clark and Selena Shen as Trustees, Ms. Schwartz seconded. Motion approved unanimously.

**Cottage lease:** Tenants will be vacating at the end of the lease on April 30, 2022. The Board agreed that the library should continue leasing the cottage. An ad hoc committee will be formed to assess the need for repairs and improvements, and painting and carpet bids will be sought if necessary. Ms. Fitz will investigate comparable rental rates and report back to the Board.

There was an error in the calculation of the warrants. The invoice from Westchester Library System in the amount of \$18,202.13 was not included in the total. The new amount presented for payment is \$47,818.33. Ms. Schwartz makes a motion to approve the warrants in the amount of \$47,818.33, seconded by Ms. Nelson. Motion passes unanimously. Ms. Nelson made a motion to transfer \$55,000 from Signature money market account to the operating account. Ms. Schwartz seconded. Motion passed unanimously.

**Director's report:** Ms. Coulter presented the Director's report. Keating Electric proposal for \$1,088 to run Cat 6 wiring was presented. Ms. Schwartz made a motion to approve payment for \$1,088. Ms. Fitz seconded. Motion passes unanimously. Lobby TV has been installed. The Seed Library is officially opening on April 2<sup>nd</sup>. The Pound Ridge Elementary School wants to donate a bench to the Library in the name of their classmate, Lucas Harashima, who sadly passed away. The Board approved. Additional

Adirondack chairs, previously approved by the Board, will be purchased and placed in front of the Library.

Public remarks: Mr. Esman opened the meeting for public remarks. There were none.

Meeting called to a close at 9:40 pm.

Executive session began at 9:45 pm.

Executive session ended at 10:26 pm.