

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: on Zoom
February 24, 2022

Meeting called to order at 7:34pm. Present: Richard Esman, 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 Tuesday, March 22nd at 7:30pm. It will be held at the library.

Mr. Esman requested Board approval of the January 27, 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: Light fixtures were replaced. Urinal has been removed and wall has been patched and painted. Fire inspector will be making his inspection in March. Fire extinguishers will be serviced before the inspection.

Parking lot: Mr. Esman provided a parking lot update: A request for refund of fees paid to the Planning Board was sent. Three companies are due to make a site visit to prepare proposals to pave and stripe the parking lot. Ms. Schwartz is speaking with the Town of Pound Ridge building inspector Jim Perry about lighting which will have to be put in before the paving can be done.

There are two open seats on the Board and three people who are interested: Mr. Esman introduced Selena Shen, Michael Clark and Peggy Seton. The candidates have submitted their resumes. The Board will discuss in Executive session.

Programs: Ms. Fitz presented a program update: Consistent attendance in all regular weekly programs; writing, tai chi, yoga, etc. Special programs include a new art class which took place in February and will probably continue. Museum program called Highlights of the Guggenheim and Audubon backyard birding programs will take place in March. A new art exhibit called Emergence featuring the paintings of Susannah Leighton will be installed in March. Consistent attendance in children's programs. Musical Munchkins program instructor will not be available temporarily. Magic Show during President's Week was very well attended.

HR/Legal: Ms. Nelson spoke about the current service plan with Paychex and recommended that we switch plans, as we are not using all the services we are paying for. Ms. Nelson made a motion that we alter our agreement with Paychex to the reduced plan at a cost of \$3,600 per year. Mr. Levan seconded. Motion approved unanimously.

Financials: Michael Lewis, the library's accountant, provided an overview of the Library's financial position: Going forward, the Schwab endowment funds will be presented monthly with the rest of the financials. Mr. Lewis gave an overview of the balance sheet comparison, budget vs actual and P&L. \$100,000 was received from the Town of Pound Ridge in early February. Mr. Lewis stated that the audit has been completed pending a few miscellaneous items. Recommendations will be made from the auditors through a management letter. The audit firm will make their presentation by April 2022. Mr. Lewis discussed the idea of a fund balance policy and will ask the audit firm to recommend a policy for

Board approval. The warrants were presented for payment in the amount of \$31,527.98. Motion to approve made by Ms. Benefico. Seconded by Mr. Turner. Motion approved unanimously.

Mr. Esman welcomed Stephanie Sarkis, the President of the Pound Ridge Library Foundation.

Interior: Ms. Coulter provided an update on the interior refresh project: Discussion about furniture and shelving in the current non-fiction area as proposed by Creative Library Concepts. Proposal presented to the Board in the amount of approximately \$101,000. Chairperson Ms. Benefico makes a motion to proceed with the first phase of the interior redesign which includes the shelving, furniture and fiction/non-fiction flip using Creative Library Concepts and approval of the proposal for \$101,000. Ms. Fitz seconded. Motion passes unanimously. Mr. Esman asked that the legal committee review the proposal before he signs. The agreement that the library had with Lothrop Associates has ended.

Director's report: Ms. Coulter reported that in order to be open one additional day, we need to add one additional staff member, a full-time clerk. Civil service letters will go out next week to begin the recruitment process. Ms. Nelson recalled that the discussion of whether to open on Sunday vs. Monday took place before the pandemic and we should review the minutes and gather information on the other libraries' Sunday/Monday operating hours. Community survey results have been posted to the library website. Self check-out kiosks prices are too high for consideration at this time. Urinal has been removed. Ms. Coulter will look into Construction Aid requirements as to timing of the purchase of the new furnace. New lobby TV has been ordered and will be installed in March. 200+ home COVID tests are available and that is being advertised on the website.

Public remarks: Sunday opening was discussed, and plastic recycling is appreciated.

Meeting called to a close at 8:59pm.

Executive session began at 9:05pm

Executive session ended at 9:32pm.