

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Avenue, Pound Ridge NY
April 14, 2022

Present: Richard Esman, Bonnie Schwartz, Ken Turner, Valerie Nelson, Richard Levan, Anne Benefico, Selena Shen, Michael Clark

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

Mr. Esman welcomed new Trustees Selena Shen and Michael Clark.

The next Board meeting will take place on Tuesday, May 24th at 7:30pm. It will be held at the library.

Mr. Esman requested Board approval of the March 22, 2022 Board meeting minutes. Motion made by Ms. Schwartz to approve the minutes, seconded by Mr. Turner. Motion passed unanimously.

Building and Grounds: Facilities manager Ken Gilman provided a facilities update: Three proposals were presented to replace the furnace. Motion made by Ms. Schwartz to use Marshall Oil. Nelson seconded. Motion passed unanimously. Two proposals were presented to plant shrubbery around the A/C condenser units at the back of the library. Motion made by Ms. Nelson to use Luppino Landscape, Ms. Schwartz seconded. Motion passed unanimously. Three proposals were presented to have the septic tank cleaned out. Motion made by Ms. Schwartz to use Powell Septic, Ms. Fitz seconded. Motion passed unanimously.

Financials: Jeff Shaver of PFK O'Connor Davies presented the results of the audit. Mr. Lewis proposed a Fund Balance policy. The Board will review and vote at the next Board meeting. Michael Lewis, the Library's accountant, presented the financial reports for March 2022 and an overview of the library's financial position. The warrants were presented in the amount of \$35,295.94. Ms. Nelson made a motion to approve the warrants. Ms. Schwartz seconded. Motion passed unanimously. Ms. Schwartz made a motion to transfer \$55,000 from the Signature money market account to the operating account. Ms. Benefico seconded. Motion passed unanimously.

Interior project: Brad Kingsbury presented via Zoom the plan for shelving and furniture for the library. The Board has previously approved Proposal #1 in the amount of \$101,775.98 to purchase new shelving for the non-fiction area which will become the new fiction area. Mr. Kingsbury presented Proposal #2 and the plan for the rest of the library, excluding the Children's Room and the Schaffner wing. Ms. Nelson made a motion to approve the proposal in the amount of \$172,124.54, contingent on the legal committee's review and all Board member's review of it in the next 48 hours, seconded by Ms. Schwartz. The motion passed unanimously.

Director's Report: Ms. Coulter presented the Director's Report: The non-fiction collection will be relocated to the Knight Reading Room. The collection will be weeded as per library policy which states

that items which have not been checked out in three years will be weeded from the collections. Approximately 1,500 books from the non-fiction collection will be stored in the basement and will be available for lending, but not for browsing. Three proposals were presented for painting of the library, not including the Children's Room or the Schaffner Room. Ms. Schwartz made a motion to use Bedford Painting and Remodeling, seconded by Ms. Benefico. Motion passed unanimously. Three proposals were presented for flooring of the library. This will not include flooring for the Schaffner Room or the Children's Room. Ms. Nelson made a motion to use Modern Floors Company seconded by Ms. Schwartz. Motion approved unanimously. Flooring proposal will be revised to reflect the accurate flooring choices and prices and then will be presented for Mr. Esman's signature.

Ms. Nelson makes a motion to transfer \$115,500 from Signature Money Market to Signature checking for furnace, shrubbery, shelving and furniture, flooring, and painting, Ms. Schwartz seconds. Motion passed unanimously.

Discussion of Schaffner Room new design tabled. Update provided on the Fire Inspection, generator to alarm hook-up, EV (electric vehicle) grant through NYSEG for the installation of one charging station, evening programs, library as passport processing facility status, Earth Day event – Trustees invited to man the Library's table on April 23rd from 11am to 3pm. Arts & Crafts will be held at the library table as well as Seed Library lending, and Ms. Coulter will be an event speaker discussing how the Library was Green Business Certified. Upcoming projects to be discussed at the next Board meeting include wiring upgrade to Cat 6 and additional electrical wiring throughout the library, new lighting for the mystery room and A/V area (soon to be the new Teen area), smart thermostats throughout the library, professional signage/wayfinding throughout the library, and how to get rid of old furniture.

Ms. Nelson made a motion to allow verbal quotes and authorize Ms. Coulter to spend up to \$1,500 without pre-approval of the Board. Ms. Schwartz seconded. Motion passes unanimously.

Cottage Update: Mr. Levan, Mr. Turner and Ms. Fitz visited the cottage and assessed its condition: it will need thorough cleaning, interior painting, kitchen repairs, and drainage issues will need to be addressed by a plumber. The garage needs a lot of repair work. Mr. Levan, Mr. Turner and Ms. Fitz will investigate hiring a general contractor to handle all repairs, obtain three quotes, and report back at the next meeting. The work will need to be done before new tenants can move in.

Parking Lot: Mr. Esman is waiting on two additional quotes for paving and has approached the town about the Highway Department doing the paving and we can reimburse them. Ms. Schwartz provided an update on the lighting plan for the parking lot. The lighting plan has been submitted to the Planning Board. She and the engineer, Catizone Engineering, will present at the meeting on April 28th at 7pm. The plans include one electric vehicle charging station with two plugs for two parking spaces. The plan may have to go in front of the Landmarks and Historic District Commission.

Programming: Ms. Fitz presented an update on programming: New children's musical performer Kurt Gallagher is very popular. Reading to dog program will resume in May with a new therapy dog. Kids Script Writing was very popular and will be repeated. The new art exhibit is starting April 23rd. Seed

Library launch was successful and well-attended. New program Yoga for Mommy and Me will start in May. In-person Yoga (transitioned from Zoom) program had 5 attendees.

HR/Legal: Policies discussion tabled until next Board meeting. All respondents for the full-time clerk position were interviewed. One offer was made but candidate declined. No other offers were extended. A new list will be requested from Civil Service this summer. Opening of the library six days a week was contingent on the hiring of another full-time staff members so that cannot happen now.

Wood Memorial Cemetery visit: Ms. Schwartz and Ms. Benefico will visit the plot next week. Plot 11149 Kensico Dam Cemetery.

Public remarks: Mr. Esman opened the meeting for public remarks. Library neighbor Evelyn Carmichael asked that the Board keep not only the parking lot in mind when repaving, but the dirt roads that are on Library property, and to keep in mind that those dirt roads need to be maintained whether or not they get paved.

Meeting called to a close at 10:35 pm.

Executive session began at 10:40 pm.

Executive session ended at 10:50 pm.