

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

**Present:** Richard Esman, Ken Turner, Valerie Nelson, Lisa Fitz, 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.

The next Board meeting will take place on Tuesday, June 21st at 7:30pm.

Mr. Esman requested Board approval of the April 14, 2022 Board meeting minutes. Motion made by Ms. Nelson to approve the minutes, seconded by Mr. Clark. Motion passed unanimously.

**Building and Grounds:** Facilities manager Ken Gilman provided a facilities update: Marshall Oil will remove the decommissioned furnace when they replace the functioning furnace. No date is available.

**Financials:** Michael Lewis, the Library's accountant, presented the financial reports for April 2022 and an overview of the library's financial position. Mr. Lewis proposed a Budget Amendment to allocate \$275,000 from Appropriated Fund Balance to Interior Renovation Fund. Motion to approve made by Mr. Clark, seconded by Ms. Benefico. Motion passed unanimously. Mr. Lewis presented the Letter of Engagement with PFK O'Connor Davies for the 2022 financial audit in the amount of \$12,000. Ms. Nelson made a motion to enter into the agreement, seconded by Mr. Turner. Motion passed unanimously. Mr. Lewis presented a proposed Annual Audit Policy. Ms. Nelson made a motion to approve the Annual Audit policy with one edit: to remove reference to the Director, Mr. Clark seconded. Motion passed unanimously. Mr. Lewis proposed a Fund Balance policy. Motion made by Ms. Nelson to approve the Fund Balance policy, seconded by Mr. Clark. Motion passed unanimously. The warrants were presented in the amount of \$49,932.32. Ms. Fitz made a motion to approve the warrants, Mr. Turner seconded. Motion passed unanimously. Ms. Fitz made a motion to transfer \$60,000 from the Signature money market account to the Signature operating account, Ms. Benefico seconded. Motion passed unanimously. The tax levy check from Town of Pound Ridge in the amount of \$674, 297 will be deposited into the money market account. Work on the 2023 budget should commence. Mr. Lewis will provide the Trustees with the pertinent information before the next Board meeting.

**Interior project:** Brad Kingsbury from Creative Library Concepts updated the Board about a delay in the production schedule from vendor Media Technologies who will provide all of the shelving, the circulation/reference desk and most of the furniture, which will result in our project being delayed. He presented an alternate vendor who could deliver by August, but he recommended staying with Media Technologies due to the superior quality of their products. Ms. Nelson made a motion to stay with Media Technologies, seconded by Ms. Benefico. Motion passed unanimously. Ms. Benefico updated the Board about the Interior project: all fabrics and finishes have been chosen, as well as paint color for the walls. Proposals for electric, cat 6 wiring, plumbing, and signage are being sought.

**Programming:** Ms. Fitz provided an update on programming: attendance is robust at children's programs and adult Zoom programs, less so for adult in-person programming. Request for feedback of children's programs from attendees, gathered in the form of comment cards, were overwhelmingly positive.

**Parking lot and lighting:** Plan is in the hands of the planning Board which will consider the plans on Thursday, May 26.

**Wood Memorial:** Ms. Benefico and Ms. Schwartz will visit the last week of May.

**Rental of A/V equipment:** Ms. Shen proposed purchasing A/V equipment to loan to the public including microphones, cameras, equipment related to podcasting and livestreaming, and have a program on how to start your own podcast. Ms. Shen and Ms. Coulter will investigate equipment and pricing and present to the Board at the next meeting.

**Director's Report:** Vendor SecurShades has offered the library free window shades for the Reading Room, lobby and Children's Room. They request permission to display a plaque to recognize the contribution. The Board would like to approve the plaque before signing the contract. Ms. Nelson made a motion to accept the SecurShades contract, seconded by Mr. Esman. Motion passed unanimously. Three proposals were presented for painting of the Schaffner Room. Bedford Painting & Remodeling included the Schaffner Room in their original proposal which was previously approved. The Interior Committee has decided on carpet for the Schaffner Room, which will be included in the RFP to the Foundation. Three proposals were presented for painting of the cottage. Bedford Painting proposal did not include bedrooms. Ms. Coulter will get clarification. Three proposals were presented for new lighting for the mystery room and the new teen nook. Mr. Esman will reach out to Jim Perry at Pound Ridge Building Department and Ms. Nelson will reach out to another electrician about obtaining another quote. Ms. Coulter proposed a Grand Re-opening Event: An Evening of Storytelling starring Terry Wolfisch Cole and five additional storytellers. Ms. Fitz made a motion to approve spending up to \$5,000 for the Storytelling event, seconded by Mr. Clark. Motion approved unanimously. Ms. Coulter presented Schaffner Room design options.

**Public remarks:** Vivian Falco from the Pound Ridge Library Foundation asked about the lighting in conjunction with the art in the Schaffner Room and how the Board decides which projects to request funding from the Foundation.

Public session adjourned 9:55pm.

Executive session began at 10:00 pm.

Executive session ended at 10:10 pm.

