

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: on Zoom
June 21, 2022

Present: Richard Esman, Ken Turner, Bonnie Schwartz, Lisa Fitz, Richard Levan, Anne Benefico, Selena Shen

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 Thursday, July 21st at 7:30pm.

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

Valerie Nelson and Michael Clark joined the meeting via Zoom dial-in at 7:40pm.

Review and approval of Grant Request for Pound Ridge Library Foundation: Ms. Coulter presented choices for an art track display system, carpeting, custom acoustic panels, furniture, audio system upgrade, motorized shades and track lighting.

All Board members were present for the review and the vote. Ms. Schwartz made a motion to add the art track display system to the grant request, seconded by Mr. Levan. Motion passed unanimously. Ms. Schwartz made a motion to add carpeting to the grant request, seconded by Mr. Levan. Motion passed unanimously. Ms. Schwartz made a motion to add the custom acoustic panel including installation to the grant request, seconded by Mr. Levan. Motion passed unanimously. Ms. Benefico made a motion to add furniture to the grant request, seconded by Mr. Esman. Motion passed unanimously. Ms. Schwartz made a motion to add audio system to the grant request, seconded by Mr. Nelson. Motion passed unanimously. Ms. Benefico made a motion to add motorized shades to the grant request, seconded by Ms. Schwartz. Motion passed unanimously. Ms. Schwartz made a motion to add track lighting to the grant request, seconded by Mr. Levan. Motion passed unanimously.

Ms. Nelson and Mr. Clark left the meeting at 8:10 pm.

Building and Grounds: Facilities manager Ken Gilman provided an update: Marshall Oil will be installing the new oil burner in the next few weeks. They will remove the old oil burner and also the decommissioned furnace when they install the new one. The cottage oil tank is empty. Marshall Oil will fill the oil tank.

Financials: Michael Lewis, the Library's accountant, made a recommendation to the Board to pay vendors through electronic fund transfers (EFT's), as a security measure known as 'positive pay', to protect the organization from fraud. Bookkeeper Heidi Nardelli and Mr. Lewis would initiate the process with the vendors and work with the Library's bank, Signature Bank. Ms. Schwartz made proposal to move forward with the process and that Mr. Lewis draft a policy to be presented to the Board for approval at the next meeting. Mr. Esman seconded. Motion passed unanimously. Mr. Lewis proposed a

Credit Card policy. Ms. Schwartz made a motion to adopt the policy with one edit: remove the word "generally". Seconded by Mr. Esman. Motion passed unanimously. Mr. Lewis presented the financial reports for May 2022 and an overview of the library's financial position. At the request of Ms. Schwartz, Mr. Lewis will present a mid-year budget adjustment at the next Board meeting. The warrants were presented in the amount of \$37,657.02. Ms. Schwartz made a motion to approve the warrants, Ms. Benefico seconded. Motion passed unanimously. Ms. Schwartz made a motion to transfer \$40,000 from the Signature money market account to the Signature operating account, Mr. Turner seconded. Motion passed unanimously. Trustees should continue to work on the 2023 budget and share suggestions via email and at the next meeting. Mr. Lewis will provide the Trustees with revised budget templates through June.

Interior project: Ms. Benefico provided an update: still trying to get rid of old furniture. All new shelving and furniture has been ordered. The quartz countertop for the circulation and reference desk has been ordered.

Programming: Ms. Fitz provided an update: both adult and children's programs continue to be well attended. Year-to date, there have been 4,700 attendees at adult programs and 2,200 attendees at children's programs.

Parking lot and lighting: Ms. Schwartz provided an update: Parking lot lighting plan was approved by the Planning Board. Bids need to be sought. Ms. Schwartz recommended that Peter Catizone from Catizone Engineering act as general contractor to seek and review bids at a cost of \$19,000.00.

Cottage: Mr. Esman provided an update: an appraisal needs to be done on the cottage for proper insurance coverage. Two bids were presented. Ms. Schwartz made a motion to spend up to \$800 to get the cottage appraised. Ms. Fitz seconded. Motion approved unanimously.

Wood Memorial: Ms. Benefico and Ms. Schwartz visited the Wood Memorial. Ms. Coulter will investigate to whom these visits should be reported.

Purchase of A/V equipment: Ms. Shen proposed purchasing a microphone for use in podcasting to loan to the public. Ms. Shen and Ms. Coulter are investigating putting together a program on how to start your own podcast.

Director's Report: Three proposals were presented for interior painting of the cottage. Ms. Schwartz made a motion to contract Bedford Painting and Home Improvement at a cost of \$9,800. Seconded by Ms. Benefico. Motion passes unanimously. Three proposals were presented for electrical work throughout the Library. The Board will wait for one additional proposal and vote at the next meeting. Three proposals were presented for signage throughout the Library. Ms. Schwartz made a proposal to approve Signworks up to \$20,000 to create the signage and install it. Seconded by Ms. Benefico. Motion approved unanimously. Trustee election date chosen as September 20th. Mr. Esman and Mr. Turner are not eligible to run again. Ms. Nelson will be running again. Mr. Levan and Ms. Fitz will not. Civil service canvass for the full-time clerk position was unsuccessful. Part-time staff will be sought.

Public remarks: none

Public session adjourned 10:05 pm.

Executive session began at 10:10 pm.

Executive session ended at 10:38 pm.

Public session was re-opened at 10:38 pm.

Ms. Schwartz again recommended hiring Mr. Catizone to act as general contractor for the lighting and repaving of the parking lot. Motion made by Ms. Benefico to hire Mr. Catizone at a fee of up to \$20,000, contingent on the legal committee's review of the contract and proposed changes. Ms. Fitz seconded. Motion approved unanimously.

Public session ended at 10:40pm.