

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**August 25, 2022**

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

The meeting was called to order at 7:32 pm. A quorum was present throughout the meeting.

The next Board meeting will take place on Monday, September 19th at 7:30pm at the Library.

Mr. Esman requested Board approval of the July 21, 2022 Board meeting minutes. Motion made by Ms. Schwartz to approve the minutes, seconded by Ms. Nelson. Motion passed unanimously. Mr. Esman requested Board approval of the August 14, 2022 Board meeting minutes. Motion made by Ms. Schwartz to approve the minutes, seconded by Mr. Clark. Motion passed unanimously.

**Building and Grounds:** Facilities manager Ken Gilman provided an update: in the cottage: a new range hood was installed, locks changed and miscellaneous repairs completed. New boiler will be installed at the Library on August 29<sup>th</sup>.

**Financials:** Michael Lewis, the Library's accountant, reviewed with the Board the 2023 proposed budget. Ms. Schwartz made a motion to approve the proposed 2023 budget, with no increase, seconded by Mr. Clark. Motion passed unanimously. Mr. Lewis presented the financial reports for July 2022 and an overview of the library's financial position. Ms. Schwartz made a motion to approve the warrants in the amount of \$73,471.90. Mr. Clark seconded. Motion passed unanimously. Ms. Schwartz made a motion to transfer \$125,000 from the Signature money market account to the Signature operating account. Ms. Nelson seconded. Motion passed unanimously. The Board reviewed the Expenditure of Funds policy. Ms. Shen made a motion to amend the policy to: "Expenditures of funds up to \$1,500.00 may be approved orally by the Library Director, however, if the Library Director is not available, then two of four officers may approve". Ms. Schwartz seconded. Motion passed unanimously.

**Interior project:** Ms. Benefico provided an update: Upcoming improvements to the Schaffner Room include: installation of motorized window shades, new carpet, and acoustic tile. All are scheduled for September, and the new audio system will be installed in either September or October. The Board discussed options for chairs for the Schaffner Room. It was decided that the Interior committee would make the final decision. Ms. Nelson made a motion to approve spending up to \$3,600 on chairs. Ms. Schwartz seconded. Motion passed. Delivery of shelving has been delayed, which will push the interior makeover schedule back. Electrical permits have been obtained. Signage has been approved and ordered. The Schaffner Wing hallway was not included in painter's quote. Interior committee will decide if it is needed. Security cameras have been installed in Schaffner Room and at Library's back entrance.

**Cottage:** Mr. Esman provided an update: Asbestos remediation will begin Friday, August 26th. Completion scheduled for before September 1st. Ms. Schwartz made a motion to approve up to \$3,000

for air monitoring services which are a requirement for asbestos remediation. Ms. Benefico seconded. Motion passed. Mr. Esman will meet with the new tenants and get the lease signed. Lease term will commence on September 15<sup>th</sup>.

**Parking lot and lighting:** Ms. Schwartz provided an update: Catizone Engineering has sent out an RFP for bids for contractors for both lighting and paving, with a September 1<sup>st</sup> deadline. The Board can vote on the bids at the September meeting. New striping will yield 3-4 new parking spots.

Ms. Schwartz invited all Trustees to come represent the Library at the Library table at the Harvest Festival on October 1<sup>st</sup>.

Ms. Nelson circulated a "Task List" of all ongoing and pending projects for Trustee reference. It will be kept in a shared drive so it may be accessible by all and updates can be made.

**Director's report:** Ms. Coulter provided updates: new promotional bags have arrived for distribution at the Harvest Festival. Ms. Nelson made a motion to amend the earlier motion for chairs for the Schaffner Room to spend up to \$4,600. Ms. Schwartz seconded. Motion passed unanimously. Ms. Coulter will prepare a grant request to the Pound Ridge Library Foundation for reimbursement. Ms. Schwartz made a motion to spend \$5,100 on carpentry services to be performed by Bedford Painting and Home Improvement for pillar shelving and work in current media area. Ms. Benefico seconded. Motion passed unanimously. The Board reviewed plumber quotes for a coffee line, and coffee machines and coffee vendor services. The Board reviewed quotes for a de-humidifier for the lower-level meeting room. The Board decided to table the de-humidifier purchase and Ms. Coulter will investigate other options. The Board reviewed junk hauling proposals. Ms. Schwartz made a motion to spend up to \$3,300 with Junk Luggers. Ms. Shen seconded. Motion passed unanimously. Elections 2022: there are 14 candidates running for 7 open seats. Their bios have been posted to the website. The Board directs the elections coordinator to come up with 3-5 questions for candidates to answer. Their responses will be posted on the website, along with their bios, and they will also be asked to provide a photo. Ms. Coulter announced a change to the library card policy: there will no longer be an age requirement. The Board would like to purchase clip-on book lights for promotions. Ms. Coulter will order them for distribution at Harvest Festival. Ms. Coulter and Ms. Schwartz will work on a facilities management RFP. Proposals from Creative Library Concepts were presented for stepstools, flyer displays and book supports. The Interior Committee will investigate alternatives.

Ms. Schwartz proposed that the Library accept a gift of an Ikebana-style garden sculpture, to be placed in front of the Library. Ms. Benefico made a motion to accept the gift. Ms. Schwartz seconded. The Board approved unanimously. Ms. Coulter will coordinate the installation with Roxanne Wasserman, including transportation, installation, and what materials need to be placed beneath the sculpture.

**Public remarks:** Carl Goldman asked if an extended cottage lease would be advantageous to the Library's finances. He also inquired whether the town could do the junk hauling for the Library.

Public session adjourned 9:50 pm.

Executive session began at 9:55 pm.

Executive session ended at 10:25 pm.

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