

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**September 19, 2022**

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

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, October 17th at 7:30pm at the Library.

Mr. Esman opened the meeting with a statement recognizing all the accomplishments of the Board, and especially this past year all the hard work of the various committees, and he complimented and thanked the trustees for their service. Mr. Esman requested Board approval of the August 25th, 2022 Board meeting minutes. Motion made by Ms. Nelson to approve the minutes, seconded by Ms. Schwartz. Motion passed unanimously. Mr. Esman requested Board approval of the July 25th, 2022 Board meeting minutes. Motion made by Ms. Shen to approve the minutes, seconded by Ms. Schwartz. Motion passed unanimously.

**Building and Grounds:** Facilities manager Ken Gilman provided an update: the new boiler has been installed. The old boiler was removed. Both performed by Marshall Oil. All repairs completed at the cottage. It is ready for tenant to take occupancy.

**Financials:** Michael Lewis, the Library's accountant, presented the financial reports for August 2022 and an overview of the Library's financial position. Ms. Schwartz made a motion to approve the warrants in the amount of \$53,436.10. Mr. Clark seconded. Motion passed unanimously. Ms. Nelson made a motion to transfer \$70,000 from the Signature money market account to the Signature operating account. Ms. Fitz seconded. Motion passed unanimously. Ms. Nelson made a motion to transfer \$76,182 from the Signature operating account to the Signature money market account. This amount represents the gift from the Pound Ridge Library Foundation for the Schaffner Room makeover. Mr. Clark seconded. Motion passed unanimously.

**Interior project:** Ms. Benefico provided an update: the carpet and the acoustic tiles have been installed in the Schaffner Room. The Schaffner Room chairs will be ordered. The Schaffner Room windows will be washed and the motorized shades will be installed in October. The Interior makeover in the Library will begin on October 23<sup>rd</sup>. Furniture and shelving will be shipped from Media Technologies on November 18<sup>th</sup>. The Board reviewed the project management schedule including boxing up and moving of books off-site, wiring/electric, painting, flooring, etc. Schaffner Room will be open throughout the makeover. The Children's Room will be open throughout the makeover. There will be no disruption of adult or children's programs.

**Parking lot and lighting:** Ms. Schwartz provided an update: two companies will be providing bids. Electricians came for site visit, looked at Library building's existing electrical capabilities, and parking for

equipment. Bids will be submitted before October 1<sup>st</sup>. Ms. Schwartz will be calling a Board meeting prior to October 1<sup>st</sup> to vote on the bids.

**Cottage:** Mr. Esman provided an update: Lease was revised from 1 to 2 years, commencing October 1<sup>st</sup>, 2022 and ending September 30<sup>th</sup> 2024. Asbestos remediation is complete. Garage is repaired and is part of the lease. Water has leaked into the basement due to failing bilco doors.

The Board reviewed the newly re-drafted Facilities Manager job responsibilities. Weekly monitoring/clearing of the drainage in front of the cottage will be added. An RFP for this position commencing January 1<sup>st</sup>, 2023 will be sent to the Record Review, posted to the Library website, distributed through the Recreation Department e-newsletter, and Mt. Kisco Bedford Times newspaper.

**Director's report:** Ms. Coulter provided updates: Official start date for Interior Project is October 23<sup>rd</sup>. The Library will be "Open for Business, Closed for Browsing". The Board reviewed expenses to-date for the Interior Project and the Schaffner Room. The cottage Bilco doors are beyond their useful life and must be replaced. A proposal was presented from M.A.K. Construction for \$4,650. Ms. Schwartz made a motion to spend up to \$5,000 as an emergency repair to replace the Bilco doors and hire M.A.K. Construction. Ms. Fitz seconded. Motion passed unanimously. Trustee elections will be held Tuesday, September 20<sup>th</sup> from 2 pm – 8 pm at the Library. Upcoming events include the Harvest Festival on October 1<sup>st</sup>, Health & Wellness Fair October 22<sup>nd</sup>, Pound Ridge Library Volunteer Fair October 29<sup>th</sup>, Foundation Events: November 3<sup>rd</sup> Cocktail Party for town officials, November 5<sup>th</sup> Authors Visit Day. The Storytelling Event planned for November 12<sup>th</sup> has been moved to the spring as a 'grand re-opening' event to highlight the Interior makeover. The Library will participate in the Record Review "All About Us" issue. Flowers were distributed to outgoing Trustees Richard Esman, Ken Turner, Richard Levan and Lisa Fitz. The Boy Scouts will be meeting at the Library Thursday nights going forward.

**Programming:** Ms. Fitz provided an update on programming: adult and children's programs, both in-person and virtual, continue to be well-attended. Town resident and Trustee candidate Carl Goldman spoke about his proposed program "Shakespeare in the Afternoon". Many events are planned for October for all ages.

**Public remarks:** Mr. Ramsay asked for a round of applause for the outgoing Trustees.

Public session adjourned 9:05 pm.

Executive session began at 9:10 pm.

Executive session ended at 9:23 pm.