



**MEETING OF THE BOARD OF TRUSTEES
April 3, 2018
LOCATION: POUND RIDGE LIBRARY DISTRICT
TIME: 7:30 p.m.**

7:40 pm

The President of the Board called the Meeting to order. A quorum count was taken and all Trustees were present.

Pat Dauer (PD) moved, Bonnie Schwartz (BS) seconded a motion to approve the minutes of March 20, 2018. The Board unanimously approved.

President's Report

On March 28 Miriam Schindel (MS) met with the Town Supervisor, the Deputy Supervisor, the Chief of Staff, the Town Comptroller, and the Chief of Police for about 80 Minutes. The meeting was very positive. MS has bullet points about setting up the library as an OEM warming center. These should serve as the guideposts for the Library's OEM Committee (Bonnie Schwartz and Laura Evans) to pull together a proposed OEM Plan for the full Board's review and approval. It is important to note that the Town does not have, nor has it received separate, external funds for OEM purposes. The Town will provide volunteers and facilitate parking at other locations, provide back and forth busing from other locations to the Library, provide food, dry ice, water, etc. MS was very pleased to hear from them how important we are and their support for this Board.

The PRLD Annual Report for 2017

There was a motion made to discuss the Annual Report and the figures therein. The circulation numbers were questioned and Alan Ramsay (AR) was directed to re-examine them. PD made, Gerald Kaplan (GK) seconded a motion not to send the Annual Report until the figures were correct. Approved.

Report by Rich Esman (RE), Chair of long range planning committee

The mission of the 'summit' will be to define a five-year mission for the Library. There will be a guest speaker (TBA). The meeting will be held in the Dining Room of the Town House. All trustees have received a copy of The Library Trustees Handbook in .pdf form.

BS made and LE seconded a motion that the 'Summit' be held on Saturday, June 23rd from 9:00 am – 1:00 pm. Approved.

Report by Terry McNamara (TM) on Health plans for Library staff

A new health plan must be in place for full time employees (currently one) by June 1, 2017. TM described the options and distributed a summary of them. It was decided that there will be a further report on the issue by PD, Chair of the Personnel Committee, by May 1,

Report by Ken Gilman (KG) on Maintenance

Lighting in the cottage has been repaired and KG will examine outdoor paths when the snow melts. He will also review the alarm system.

Report by Ken Turner (KT), Chair of Facilities

The prospective tenant for the cottage has pulled out and the realtors are continuing a search via MLS

Interim Director's Report

AR submitted the staff schedule. Hiring is on hold until a budget for 2018 is approved. MS directed that the vacation schedule for all staff for the full year be presented by next week.

Report of Ed Reiner (ER), Comptroller

There was a long discussion on ER's report and the state of the Financial Reports. ER was asked to present January and February financials to the Board no later than a week prior to the next Board meeting (May 1st) but sooner if possible. The Board must receive all financial materials and reports at least one week prior to a Board meeting. It is not feasible to review materials at a meeting. Trustees need time before the meeting to review. Regarding ER's year/end financial report: we discussed that the financial data seemed incorrect. Information about salaries paid to certified librarians had to be reviewed as well as legal costs. There were no legal expenses in 2017 although Ed reported that there were. ER will check and revise the summary analysis. Neither the 2017 year-end financials nor the summaries were approved pending Ed's revisions.

The invoices for April 3 were circulated. It was directed that all autopay for disbursements be stopped. BS moved, seconded by PD, that the disbursements for April 3 be approved. Unanimously voted. The Custodian for the TIAA-CREF pension plan was changed from GK to KT.

Public Comments

MS opened the meeting to Public Comments. There were none.

Executive Session

BS moved that the Open Meeting be closed, and the Board move to Executive Session.

Executive Session ends with no action taken..

Motion by BS, seconded by PD to close Executive Session and resume public session.

Public session reopens.

11:25 pm

Adjourned

Next Meeting May 1, 2018 at 7:30 pm