

**Pound Ridge Library District Board Meeting
April 5, 2016**

Present: Chad Ergun, Bob Fischer, Gerry Kaplan, Lena Nurenberg, Erin Regan, Erin Trostle, Mitch Freedman

Also Present: Library patron

Agenda adopted.

Minutes from March 29, 2016 meeting approved with modifications.

Public Comment

Patron inquired about stains on Schaffner Room carpet, Mitch and building manager will deal with it.

Media Coverage

Erin T distressed by tone of Record Review article – she did not state Library was expanding. She will write short letter to the editor explaining there are no plans to expand, rather Board is working on master plan to improve parking and septic (if necessary).

There is also concern about misstatements in letters to editor. Board clarifies attorney is not being paid \$400/hour, agreement is for \$295/hour for lead partner, with lower fees for other legal staff.

Interim Director's Report

Writing contest savings bond: Board and interim director have learned that 5th grader who won a writing contest 3 years ago never received her savings bond award – she did not collect the bond immediately after the contest, the library was then closed for remediation and then she was informed by Marilyn that it was too late to collect it. Mitch will secure a new bond and present it to her.

WLS has no information or decision about the grant for automatic doors.

Annual report/annual meeting: Mitch will handle the report, Erin T will reach out to David Dow about details for meeting, which is tentatively scheduled for June. Mitch will print 100 copies of report and circulate electronically.

Schedule conflicts/parking: Board and interim director will ensure that parking issues will be addressed before booking multiple programs for the same time or overlapping times. Interim director will review the events calendar to ensure that problems do not arise because of scheduling conflicts.

Community Outreach: Board and interim director made aware of need for community outreach with groups that use or should be using library. Mitch will reach out to Louise Paolicelli for PR Senior program, directors of Community Church Play School, Pound Ridge Montessori School, and Garden Club.

Mitch will ask for library references and screen new vendors. Be aware of vendors looking for clients – vendors are not allowed to ask for library patrons' contact information. Library will also screen vendors to make sure quality programs are

offered. Chad states new website will offer ability to seek input from patrons about programs they would like to have at library.

Leave tracking: Mitch will investigate how much leave employees are permitted to carry over from previous year.

Workers Comp: Library received check for Marilyn's workers comp claim. Erin T and Mitch will ensure appropriate amount of leave is credited to Marilyn.

Bank signature card: Mitch will go to Key Bank to secure access to petty cashier account. This will permit Mitch to cash petty cash checks.

Chad and Mitch are working on library employee email addresses.

Mitch confirms that weeded books are being sent to Better World Books.

Mitch departs

Treasurer/Facilities Manager

Board preliminarily agrees that Stephen Brussels will no longer serve as Treasurer. He will be bookkeeper and facilities manager, Trustee Gerry Kaplan will serve as Treasurer. President and Vice President of Board will also have check signing authority. Bob will discuss change with Stephen Brussels and will finalize arrangement at next meeting.

Board agrees Board president Erin Trostle should be only contact with lawyer.

Buildings and Grounds

Resolved, Stephen Brussels has authority to spend up to \$1000 to replace/install washing machine in cottage.

RFP

Board will interview two finalists. Erin Trostle to suggest April 19 as meeting date (second choice date is April 14).

Other business

Board has heard from patrons that there is need for oven in kitchen, no need for dishwasher. RFP architects will be informed of proposed interim kitchen renovation.

Meeting adjourned.

Next Meeting:

Regular Meeting Tuesday, April 19, 7pm