

MEETING OF BOARD OF TRUSTEES  
POUND RIDGE LIBRARY DISTRICT  
LOCATION: Pound Ridge Library DATE:

August 1, 2018

TIME: 7:30 P.M.

Present: Pat Dauer, Richard Esman, Michele Gage, Bonnie Schwartz, Ken Turner

7:34pm VP Esman called the meeting to order.

Motion by M. Gage, seconded by B. Schwartz to approve Minutes of July 2, 2018. Approved.

Accountant's Report:

Michael Lewis reports June budget is right on target.

Suggests considering moving funds around among budget lines.

Lewis also reports a healthy balance sheet.

Esman reports Audit to be ready sometime next week, approx. August 9th. A meeting will be held Sept. 6th to accept and approve audits. Miriam to check with O'Connor-Davies on the date, if we want them present.

Disbursements Reviewed and Approved.

Director Alan Ramsay to talk with Arco Cleaning Company to upgrade their work performance.

Alan to look into Ready Refresh water...contacting other vendors for bids.

Rich Esman to look into Verizon lines each costing \$40.per month which seems very high. Also, to check into external device for Fire alarm in case of power outage.

Accountant Lewis to talk with State about Annual Return Filing after a tech glitch online. Accountant says he needs audit report to finish filing.

Ken Turner to move \$100,000 from Sterling to either Patriot or Key Bank to cover bills.

Motion by P. Dauer, seconded by R. Esman, for Ken Turner to move \$100,000 from Sterling -- \$50,000 to Patriot and \$50,000 to Key Bank. Approved.

#### Report of Property Manager:

Ken Gilman had Mill River remove rotten branch from front of Library. Another branch fell on the side of the Library sign which the landscapers cut up and removed on their own initiative. Yay!

Kenny G. built and installed bookcase shelf for Librarian Lansdale.

Frank Lupino cleaned gutters and spouts and repaired damaged gutter.

Ken G. noticed a mysterious padlocked door in the back of the library. Will investigate contents.

Ken also to check wheelchair lift to make sure it works.

#### Director's Report:

Library received 3 donations in memory of Trustee Gerry Kaplan. Alan has written thank you notes to each and will forward copy of donation letters to Gerry's widow.

Library to institute one time automatic renewal on checked out books. Ramsay to notify patrons on Library website and with a sign at the desk.

B. Schwartz makes motion, seconded by K. Turner, to move funds from Teen programming into Children's programming and to put \$2500 grant from Senator Murphy into Adult programming. Approved.

Motion by B. Schwartz, seconded by P. Dauer, to approve \$210 for additional shelving for audiobooks. Approved.

#### Treasurer's Report:

Discussion of security company. Ken to contact Knight Security for bid.

#### Report on Election Procedures:

M. Gage reports that Jennifer Coulter is to send out color postcards announcing September election of new Trustees.

Absentee ballots will be available at the Library. Gage and Coulter on top of all things relating to election.

P.Dauer makes motion, B. Schwartz seconds, to approve \$250 for printing postcards regarding the election. Approved.

#### Report on Personnel Policies:

P.Dauer reports having reviewed and made suggested revisions to Personnel Policy that have been shared with Laura Evans for her review before moving on to President Schindel and then full Board for consideration and vote.

#### Public Comment:

Reporter asks for Trustee comments on election for upcoming article. Trustees oblige.

First Potential Trustee says he liked what he witnessed at the Board meeting and looks forward to joining the board. Also commends Library for being a warming center during storms.

Second Potential Trustee says she is now empty nester and has more time to give back to community and could offer a new perspective as a Board member. Commended the Board for its fiduciary care.

9:35pm Public meeting closes for the purpose of opening Executive Session to discuss personnel matters.

10:45pm Executive Session ends with no action taken. Public meeting resumes.

10:45pm Adjourned

Next meeting Sept. 6, 2018, 7:30pm

Annual Meeting Sept. 13, 2018, 7:30pm

Approval of Financials through June 30, 2018; Approval of Disbursements; Status of Audit; Monthly Capital Assets Statements; Status of Annual Return Filing

Report of Ken Gilman – Property Manager Director's Report: Revised Programming Costs Treasurer's Report

Report on Election Procedures: Michele Gage Report on Personnel Policies : Pat Dauer

Setting Date for Special Meeting in August to approve audit report  
Public Comments