

## BOARD OF TRUSTEES

August 22, 2017

LOCATION: POUND RIDGE LIBRARY

TIME: 7:30 P.M.

### AGENDA

7:35pm

Call to Order.

Present: Pat Dauer, Rich Esman, Michele Gage, Gerry Kaplan, Miriam Schindel, Ken Turner.

A Quorum was present throughout the meeting.

Motion by Gerry Kaplan to approve Minutes of August 8<sup>th</sup> and August 12<sup>th</sup>, 2017, seconded by Rich Esman. Approved.

7:35 – 7:50pm

President's Remarks:

Reflections on the Board's first year in office, including good decisions made and some the Board could have done better. The President expresses gratitude at working with Trustees who have acted professionally, graciously and rationally, as true leaders, at all times.

(1) Review of Library Hours and Compliance with Federal and State Wage and Hour Laws:

Staff is supposed to be on a 37½ hours/week. Staff must take a half hour for lunch if they are working 6 hours or more. We pay our employees for their lunch hour.

With introduction of short day on Saturday, our employees

worked no more than 32 hours/week.

Looking toward Oct 1<sup>st</sup>, discussion of whether to stay open until 6pm. Board to determine hours to start Oct. 1, 2017.

#### Personnel Policy:

Discussion of employee policy manual that is not clear about many aspects of employment. Board will rewrite manual to make it clearer.

KMG: discussion of reviewing contract with KMG. What role do we want them to play in operations of Library? KMG says they are not HR people; they do not handle personnel issues.

Gage says library needs a bookkeeper/accountant.

Rich Esman suggests we look into piggybacking with the Town.

Paychecks can handle payroll issues.

Ken Turner says KMG is valuable in caring for buildings and grounds.

We have approval from Civil Service for 2 Library Clerks and 1 Staff Asst. Canvassing of the appropriate lists is underway.

We also need to hire a new librarian 1 position.

Dauer makes motion, seconded by Gage, to request from Westchester County Civil Service a Librarian 1 certification. Approved with one abstention.

#### Report of Rich Esman, VP Programming.

New elementary school Principal will be at the Library at 2pm Wednesday, August 23, 2017, to meet and greet. Librarian Ramsay says he passed out flyers at PR day camp.

33 people signed up and attended Mah Jong this year.

Adult programming is complete through 2018.

Rich to get in touch with Alison Munch regarding her upcoming program.

Storytelling Festival scheduled for Oct. 28<sup>th</sup>, Saturday.

Report of Turner, VP Buildings and Grounds:

New code on front door working fine.

Frank installed new lights in back parking light.

Architect has been paid up to date.

Treasurer's Report:

Discussion of rates offered by various banks for investing Library funds.

Patriot Bank offering 1.5% for a year

Key Bank will pay 1.75% for 15 months.

Penalty for early withdrawal for Key Bank is 6 months interest.

Orange Bank offering sweep every night so we can get more than \$250,000 coverage.

Gerry makes motion to get \$250,000 one year CD at Patriot bank, seconded by Gage. Approved.

Discussion of moving money out of KMG account to different banks.

Turner makes motion, seconded by Dauer, to have Gerry move additional \$200,000 into 6 month CD at bank chosen at Gerry's

discretion. Approved.

Budget mailer is going out August 31<sup>st</sup>.

Gage notes fine work done by Jennifer Coulter and Pat Dolce in proofreading Budget mailer.

Motion by Schindel to approve April financials, seconded by Esman. Approved unanimously.

June financials vote deferred to allow Gage to investigate pension contributions.

Discussion of whether KMG is remitting pension contributions from Library to Librarian Ramsay. Ramsay to check his account.

Candidate has accepted offer to be new Library Director. Formal announcement to come this week or next.

#### Public Comments:

First Comment: Candidate for trustee position asks about getting a signature petition.

Second Comment: Reporter asks if there will be public comment invited about budget. Schindel says 'yes' at the annual meeting.

Board sets annual meeting for Wednesday, Sept. 25<sup>th</sup>, 7:30pm to include questions from public about budget.

8:58pm Open meeting closes.

9pm Executive Session begins Pursuant to Section 104 of the Open Meetings Law for purposes of Discussing Matters Covered under Attorney-Client Privilege, and Matters Pertaining to Filling Library Director Position, and Vacation Request by Staff.

9:50pm Open meeting resumes

Executive Session Action: Board accepts resignation of Library Assistant Vanessa Harrington, effective Sept. 8<sup>th</sup>, 2017.

10pm Adjourned.

