

MEETING

BOARD OF TRUSTEES

December 4th, 2016

LOCATION: POUND RIDGE LIBRARY DISTRICT

TIME: 1:00 P.M.

Agenda

1:1:00–1:05pm Call to Order and Quorum Count and President's Introductory Comments.

1:10–1:15pm Approval of October Warrants Executive Session

1:15-1:30pm Designation of Authorized Signatories; Change of Designation of Katonah Management Group, Revision of Insurance Coverage; Change to By-laws relating to creation of second Treasurer position.

1:30-1:45pm Ethics Policy and Conflict of Interest

1:45-2:00pm Term of Appointees to Vacant Trustee positions; Changes to By-laws

2:15-2:45pm President's report regarding Library Director search process, Library's current Long range Plan and Discussion of next steps.

2:45-2:50pm Deferral of Tabled Items from November 29th, 2016 Meeting: Benefits for full-time employees; Year-end bonus commitment to Alan Ramsay; payment of invoices from Lamb & Barnosky

2:50-3:00pm Public comments.

3-3:30pm Executive Session Pursuant to Section 105 of the Open Meetings Law for the Purpose of Marilyn Tinter Litigation.

3:30pm Adjournment

Present: Pat Dauer, Michele Gage, Gerry Kaplan, Miriam Schindel, Ken Turner, Carl Weinberg.

A Quorum was present throughout the meeting.

President Schindel opened the meeting at 1:10pm.

President's Introductory Comments:

After discussions with Town Board President and the Principal of the Elementary School, the general sense is that the Board needs to move on with the Director issue. President Schindel encourages keeping differences of opinion within the community and on the Board amicable

Approval of Warrants:

Motion by Gerry Kaplan to approve warrants, seconded by Ken Turner, approved unanimously.

Michele Gage is appointed to approve bills.

Discussion of having a second Treasurer delayed to future time.

Discussion of Role of Katonah Management Group :

Michele Gage reports on conversation with Mamaroneck Public Library regarding financial bookkeeping and audits. Discussion about building in audits and an actuary to certify the Library is meeting state requirements.

Motion by Gerry Kaplan to look into hiring auditors on permanent basis, seconded by Ken Turner, approved unanimously.

Discussion about signatories for bank accounts. Agreement that KMG should not be a signatory.

Motion by Miriam Schindel, seconded by Carl Weinberg, to authorize Gerry Kaplan to go to Sterling Bank to notify a change in signatories and get the cards making Board President and Vice-President signatories.

Discussion about Crime Policy covering KMG at the Library's expense. Michele Gage to follow up on Crime Policy. Who is the Insurer, who does the policy cover, is it redundant to Bonding? Our major policy already covers for malfeasance.

Decision to look at KMG's contract put off at this time.

Ethics and Conflict of Interest Policy:

President Schindel reviews policy. If there is a question about possible conflict of interest, a disclosure is necessary and then board will decide.

Discussion of communicating information discussed at Executive Session.

It is a violation of law to discuss what happens in Executive Session.

Motion by Pat Dauer, seconded by Ken Turner, to accept new Ethics Policy which replaces and amends existing policy. Approved unanimously.

Discussion of locks and lights and alarm system:

Ken Turner to call Katonah Electric to find out about lighting.

Ken will write up instructions for opening and closing the Library, setting the alarm and the lights.

Discussion about lights bothering neighbor. Required 6 trees are all in place.

Trustee appointments:

Discussion of how remaining Trustee terms should be filled.
'Board will appoint 3 trustees, they will sit until the next election and then they will be eligible for 3 year term if they choose to run.'
President Schindel is drafting resolution to amend bylaws.
Motion by President Schindel, seconded by Ken Turner, that she bring a resolution for proper ordering of trustees. Approved unanimously.

Discussion of Board consultant *Library Development Solutions* hired in 2012-2013 to review Library and guide the board about the future of the Library. Consultant conducted focus groups. Made recommendations. President Schindel will distribute the report to all Trustees as well as distributing electronic copies of consultant Ronnie Travers' report.

President Schindel conferred with the President of Elementary School, Town Supervisor Dick Lyman, State Librarian Margolis and NYS Regent Johnson for feedback on the Library's situation. Margolis and Johnson will be meeting with Board in the near future.

Discussion of how to proceed with Interviews for Library Director candidates.
President Schindel is drafting questions for all candidates.

After discussion, and upon motion by Ken Turner, seconded by Carl Weinberg, the Board unanimously agreed to approve a lump sum payment to Librarian Alan Ramsay in the aggregate amount of \$2,000, payable in the last payroll period prior to the end of 2016, for time worked in 2016 beyond his customary schedule as an exempt employee. This is a one-time payment that does not increase his base pay.

Discussion of Library Foundation's role in helping pay for architect's invoice.
Motion by President Schindel to have Michele Gage submit bill to Library Foundation for Architect's invoice of \$5000, seconded by Carl Weinberg, unanimously approved.

Benefits for fulltime employees:

Discussion tabled until next meeting. Gerry Kaplan will look into this.

Carl Weinberg is following up with the government about not-for-profit filing.

Discussion of whether Library will be open Good Friday 2017.

Good Friday is currently listed as holiday on the Library website.
Suggestion that the entire holiday schedule be reviewed as to whether there should be "floating" days that employees could elect to use and that any change in Holidays status should be postponed until there is input from the Library Director.

Motion by President Schindel to move into executive session for discussion of

Marilyn Tinter case, seconded by ken turner and approved unanimously.

3:46pm Executive Session begins

4:30pm Executive Session ends with no decisions taken.

4:52pm Open meeting resumes

5:00pm Adjourned

Next meeting scheduled for Tuesday, Dec. 13th. 7:30pm.

Motion by Carl, to write up instructions for alarm system.

Previous board voted in new policies in July a copy of which cannot be located.

Board went into Executive Session at 7:25pm