



**BOARD OF TRUSTEES
February 6, 2018
LOCATION: POUND RIDGE LIBRARY DISTRICT
TIME: 7:30 p.m.**

7:32 pm

The President of the Board called the Meeting to order, and upon motion to call a quorum count by GK, seconded by RE, and unanimously approved, a roll call was taken. A quorum was present for the purpose of the Meeting.

Present: Pat Dauer (PD), Richard Esman (RE), Miriam Schindel (MS), Ken Turner (KT), Jane Wood (JW), Gerry Kaplan (GK), Michele Gage (MG), Bonnie Schwartz (BS), Laura Evans (LE) (constituting all of the members of the Board. Also present: Gloria Koster (Library Director, LD), Ed Reiner (ER), Heidi Nardelli (HN); also, in attendance were Susan Barossi and Larry Boyle of O'Conner Davies. A Quorum was present throughout the meeting.

The Board having previously been provided a draft of the Minutes of the Open Meeting held January 2, 2018, after discussion, and upon motion made by KT, duly seconded by PD, the Board unanimously approved the Minutes of January 2, 2018.

Introduction of New Trustees

Bonnie Schwartz, formerly member of the Pound Ridge Town Board, made introductory remarks.

Laura Evans, a regular Library patron, made introductory remarks.

President Schindel administered the Oath of Office, which was sworn to by Mmes. Schwartz and Evans; duly notarized by Alan Ramsey.

7:36 pm

President's Report

MS introduced the new Financial Team: Ed Reiner, Library Accountant, and Heidi Nardelli, Bookkeeper.

MS then named the standing Committees of the Board as follows:

- Personnel Committee: PD (Chair), LE, LD, MS
- Long Range Planning: RE (chair), MG, MS, GK. {MS emphasized the importance of this committee due to pending construction and parking issues.}
- Facilities: KT(chair), RE, BS, MG
- Budget and Financial: KT (chair), GK, MS, ER
- Public Relations: LD (chair), BS, JW

7:45 pm

Presentation by O'Conner Davies

Larry Boyle (LB) described his role in reviewing and consulting on the design of financial procedures and controls, emphasizing budget, payroll and disbursements. The structure of the Financial Team consists of ER working together with HN, reporting to KT, who will work with LB. {MS commented that extensive work was done by GK and MG in a review of municipal accounting procedures and requirements, resulting in a written procedures posted on the website}. LB suggested that any such procedures should be reviewed and signed annually.

GK asked SB and LB for the difference in their roles: SB is preparing an audit on the 2017 financials, working with the reports since the 2011 audit, and LB on the work going forward in 2018.

8:00 pm

Approval of Contract between Library and Ed Reiner (Library Accountant) and Status of November, December and January Financials

Motion to approve Ed Reiner's contract made by GK, seconded by PD. Approved.

ER made introductory remarks, listing his qualifications and described his view of his new role.

GK explained that the November financials were not available for approval due to an error by KMG in paying invoices without Board approval. ER stated they would be available for the next meeting, along with the December and January Financial Reports.

Approval of January Disbursements

Each disbursement was read and matched with its invoice by MS

Motion to approve January disbursements by PD, seconded by KT, approved.

Motion to adopt policy to pay instructors in month following their work. Made by KT, seconded by PD. Approved

8:40 pm

Cottage Rental

Discussion of rental of the cottage; Jill Posner, Real Estate agent, was recommended by KT to handle the rental as she had done for the current rental, and to provide comparables to KT. So moved by KT, seconded by GK. Approved.

Facilities and Grounds Report

LD explained that the cabling work for the Mysteries Room would be done next week. BS and LE discussed the need for job specifications description and a certificate of insurance and recommended competitive bidding on the job. Such procedures should be adopted for all outside suppliers. MS stated that work could not start until a proper contract was executed by the Library. LD to speak to contractor to obtain necessary documents and contract for review.

8:45 pm

Library Director Report

LD read highlights from her written report, emphasizing recent professional development programs held by WLS that several staff members and she had attended. She expressed satisfaction with the work of Ken Gilman, new facilities manager. Circulation figures and list of programs were included in her report. MS inquired about details of circulation figures, requesting they be examined with WLS as they are important to Library's long range planning. The need to hire two-part time librarians was discussed and LD estimated figures of the annual cost. The Board would need to allocate \$35,000 for the hires. The hiring decision was tabled until next month's meeting when ER could give budget figures.

KT reported need for better cleaning service. LE proposed a schedule for cleaning be established and BS requested competitive bids for the service.

9:00 pm

Meeting opened for Public Comment

MS read the rules and restrictions of the Public Comment period, which is limited to five minutes in the aggregate as established by the Library's by-laws. MS stated that Public Comments that relate to confidential issues, and personal, private or matters protected under federal and state law are not permitted. All comments must be directed to the Board and not to staff, other speakers, or persons attending the Meeting. All persons in attendance must remain civil and orderly; any person not conducting himself/herself accordingly will be asked to leave. The President of the Board may interrupt, warn, or terminate a speaker's statement when the statement violates the Public Comments rules and restrictions, is too lengthy, personally directed, abusive, obscene or irrelevant.

An attorney representing a particular Library employee with respect to her employment dispute with the Library was not permitted to submit a written statement regarding said dispute into the record of the meeting. The attorney had submitted his written statement to the Board earlier.

9:10 pm

BS made a motion that the Board enter into Executive Session to discuss employment matters regarding a particular Library employee, PD seconded the motion and, upon unanimous vote of the Board, the Board entered into Executive Session.

10:45 pm

Upon conclusion of the Executive Session, by motion of PD, seconded by KT, and unanimously approved, the Board continued the Open Meeting.

MS then stated that the following resolution had been adopted during the Executive Session, and the minutes of the Executive Session, prepared pursuant to Section 106(2) of the New York State Open Meetings Law (OML), would be posted within one week pursuant to Section 106(3) of the OML:

RESOLVED, that having considered and fully discussed the evidentiary record and the written statement previously submitted to the Board by the subject employee's attorney, the Board deems it to be in the best interest of the Library that the decision rendered by the Library's Board during the meeting of December 3, 2017 to demote the subject employee to the position of Librarian I with commensurate salary and benefits be, and hereby is, ratified.

The Board voted unanimously to adopt said Resolution.

MS then stated that there being no further business to come before the Board, upon motion duly made by MG, seconded by PD and unanimously carried, the Open Meeting was adjourned at 11:00 pm.

Next Meeting Date: March 6, 2018

Respectfully submitted,

Jane Wood

**MINUTES OF EXECUTIVE SESSION
OF THE BOARD OF TRUSTEES OF
THE POUND RIDGE LIBRARY DISTRICT**

held on

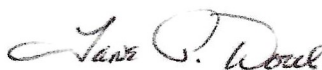
Tuesday, February 6, 2018, 9:10 p.m.
271 Westchester Ave, Pound Ridge, NY 10576

Pursuant to motion duly made and unanimously approved by the members of the Board of Trustees (the "Board") of the Pound Ridge Library District (the "Library") during a properly noticed Open Meeting held on Tuesday, February 6, 2018, at 7:30 p.m., in the Knight Reading Room of the Library, in accordance with the bylaws of the Library and the Open Meetings Law of the State of New York, the Board entered into Executive Session to discuss employment matters regarding a particular person. Present and participating were Pat Dauer, Richard Esman, Michele Gage, Miriam Schindel, Ken Turner, Jane Wood, Bonnie Schwartz, Gerry Kaplan and Laura Evans, constituting all of the members of the Board. Also present and participating telephonically were the Library's lawyers from Gordon Rees Scully Mansukhani.

After discussion and consideration, upon motion duly made, seconded and carried by unanimous vote of the Board, the following resolution is adopted:

RESOLVED, that having considered and fully discussed the evidentiary record and the written statement submitted to the Board by the subject employee's attorney, the Board deems it to be in the best interest of the Library that the decision rendered by the Library's Board during the meeting of December 3, 2017 to demote the subject employee to the position of Librarian I with commensurate salary and benefits be, and hereby is, ratified.

Dated this 6th day of February, 2018.



Jane Wood, Secretary of the Board

1870
1871
1872
1873
1874
1875
1876
1877
1878
1879
1880
1881
1882
1883
1884
1885
1886
1887
1888
1889
1890
1891
1892
1893
1894
1895
1896
1897
1898
1899
1900

1901
1902
1903
1904
1905
1906
1907
1908
1909
1910
1911
1912
1913
1914
1915
1916
1917
1918
1919
1920
1921
1922
1923
1924
1925
1926
1927
1928
1929
1930

1931
1932
1933
1934
1935
1936
1937
1938
1939
1940
1941
1942
1943
1944
1945
1946
1947
1948
1949
1950
1951
1952
1953
1954
1955
1956
1957
1958
1959
1960

1961
1962
1963
1964
1965
1966
1967
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1978
1979
1980
1981
1982
1983
1984
1985
1986
1987
1988
1989
1990

1991
1992
1993
1994
1995
1996
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020

2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037
2038
2039
2040
2041
2042
2043
2044
2045
2046
2047
2048
2049
2050

2051
2052
2053
2054
2055
2056
2057
2058
2059
2060
2061
2062
2063
2064
2065
2066
2067
2068
2069
2070
2071
2072
2073
2074
2075
2076
2077
2078
2079
2080