

MEETING OF BOARD OF TRUSTEES

POUND RIDGE LIBRARY DISTRICT

LOCATION: Pound Ridge Library

DATE: July 2, 2018

TIME: 7:30 P.M.

7:34pm President Schindel called meeting to order.

Present: Pat Dauer, Richard Esman, Laura Evans (delayed arrival),  
Michele Gage, Miriam Schindel, Bonnie Schwartz, Ken Turner

A Quorum was present throughout the meeting.

Motion by B. Schwartz, seconded by R. Esman, to approve minutes of Open Meeting and Executive Session of June 5, 2018. Approved.

President's Report:

Remarks on the passing of Trustee Gerald Kaplan.

President thanks Record Review Reporter Victoria Sheridan for the timely article about Gerry and his contributions to the Library.

There are 4 open Trustee seats in September election. Residents encouraged to step up and run.

Audit Report From O'Connor-Davies that should be back in July.

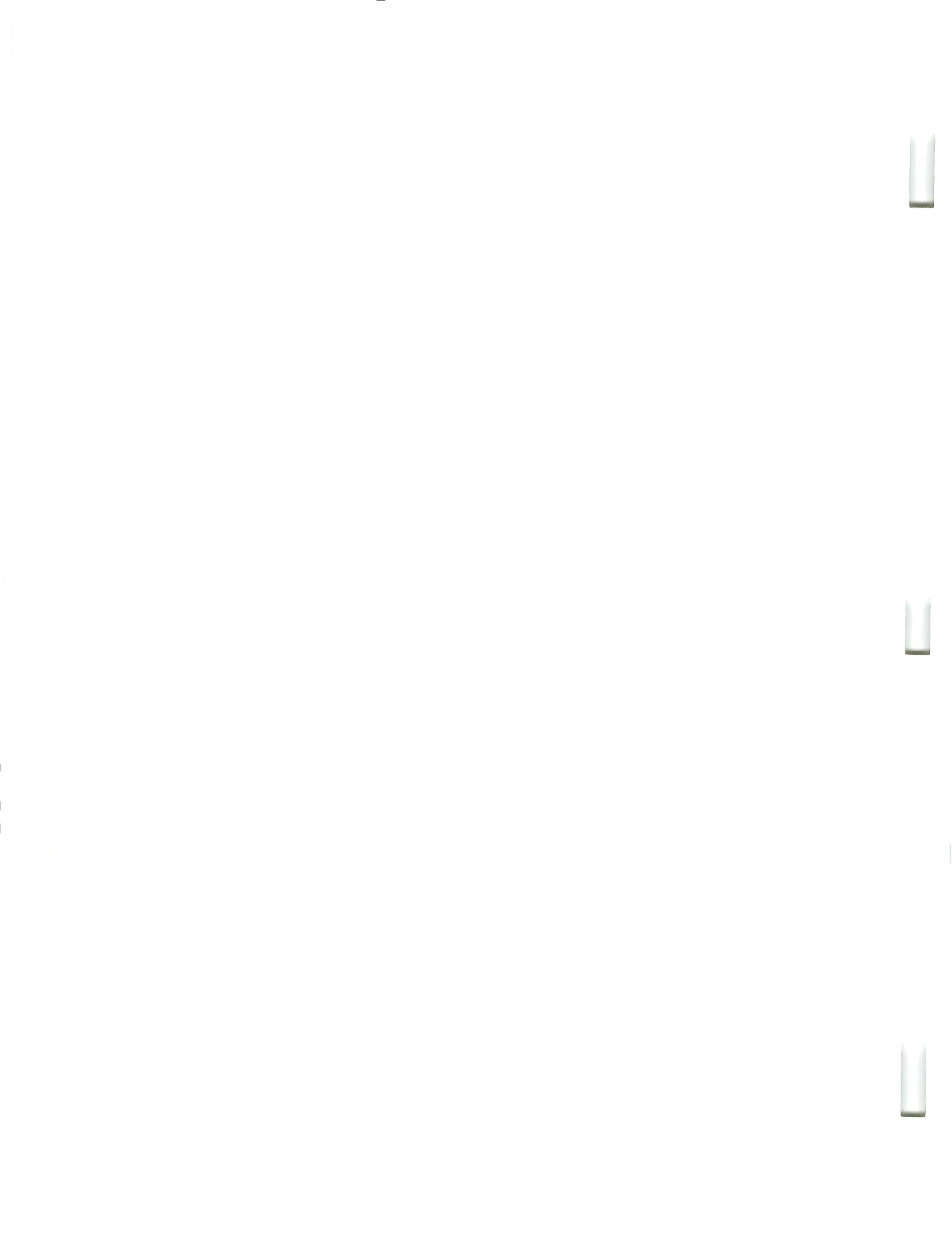
Report on Procedures review will also be forthcoming from O'Connor-Davies

Regarding the Budget, Library appears to be in good shape moving into the summer.

Report From Accountant:

Michael Lewis confirms that the Library is financially sound.

Review of May Financials.



Recommends moving money from Sterling Bank checking into its money market. Ken Turner to look into overnight 'sweeps' as interest rates rise.

Motion by B. Schwartz, seconded by P. Dauer, to move enough money from Sterling Bank checking account into its money market account to reach but not exceed \$245,000. Approved.

President suggests Monthly Report on capital assets. Accountant is putting together 2011-2017 capital expenditures report that is expected to be finished and sent to the Board by week's end.

Annual meeting will be Thursday, September 6<sup>th</sup>, shortly before election.

After 9/6 meeting, Accountant Lewis will work on filing of Annual Return with State Comptroller's Office that can't be done until final audit is in.

Discussion and approval of revised Account Codes.

Report of Property Manager Ken Gilman:

Broken Flagstone piece has been repaired.

Building front face sprayed to remove dirt and mildew as requested.

Light fixtures need to be assessed...LED replacement piece needed. Gilmore and Turner to find out when they were installed and why they are burning out. Can fuses handle the LED lights?

Ken patched hole in cottage windowsill.

Tenant is responsible to clean gutters.

Rain flooded roof vent caused dripping into kitchen and ladies' room. Tended to.

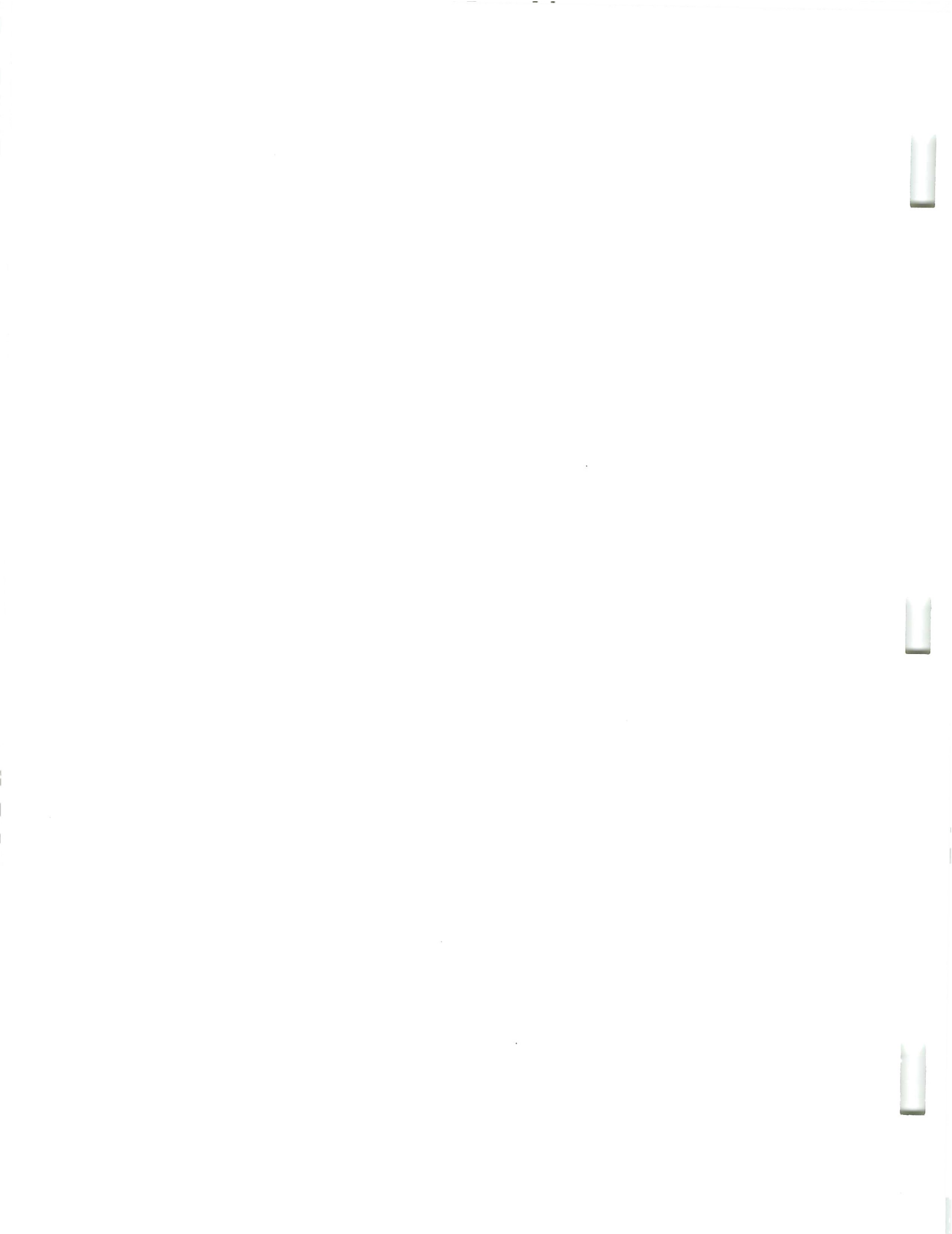
Dead tree and dead branch near Library entrance. Ken G. to get 3 estimates to cut down branch.

Ken Turner sent in final reports for front door to State Grant office.

Director's Report Cont'd.

New P/T clerk Maritza Stehnach proposed leading a music program for children to begin in the Fall that will teach the basics of piano and music theory through rhythm, songs and notation.

Librarian Susan Polos to work again this summer as vacation replacement.



Discussion of P/T employees' vacation requests. Policy to be written into employee handbook.

Discussion of children's music program for the year.

Alan reports on Book Site on Library website... WLS eliminated the free program on June 30<sup>th</sup>.

Motion by B. Schwartz, seconded by R. Esman, to purchase Book Site from WLS for \$500 for the year. Approved.

Proposal to get bids for Lawn maintenance. Ken Turner to investigate.

M.Gage makes motion, B. Schwartz seconds, to approve June disbursements. Approved.

Gage reports on Election process.

B. Schwartz makes motion, seconded by P. Dauer, to set August 24<sup>th</sup> as date petitions due for Trustee candidates.

Postcard to be sent out to remind residents of September election.

Call for candidates to go in Record Review.

No public comments.

10:02pm Public Session closes for the purposes of going into Executive Session to discuss personnel matters.

10:07pm Executive Session Opens.

10:56PM Executive Session closes with no action taken. Public session reopens.

10:57PM Adjourned.

Next Meeting August 1, 2018, 7:30pm

