

MEETING OF BOARD OF TRUSTEES

POUND RIDGE LIBRARY DISTRICT

LOCATION: Pound Ridge Library

DATE: Tuesday, July 23, 2019

TIME: 7:30 P.M.

7:33pm Meeting called to Order by President R. Esman.

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

A Quorum was present throughout the meeting.

A motion by K. Turner, seconded by B. Schwartz, to approve Minutes of June 20, 2019. Approved unanimously.

Property Manager Ken Gilmore report:

Bids in on culvert for driveway. D's Landscape approved at \$2300 pending formal contract approval. Vendor needs Certificate of Insurance.

New battery installed in basement...backup for sump pump.

Financial Report:

Accountant Michael Lewis reports on status of 2018 Audit—final version of 2018 audit to be ready for August meeting for approval.

Review of Budget categories with Bookkeeper Heidi Nardelli who will move some of the line items from Office Supplies into Office Equipment.

Accountant will draft 2019 budget recommendations for review by Board at next meeting.

Motion by B. Schwartz, seconded by P.Dauer, to approve total of \$41,144.99 in warrants for June. Approved unanimously.

Jennifer Coulter reports new people counters are working very well.

8:11pm Public Session closes

8:12pm Executive Session opens to discuss personnel issues.

8:30pm Executive Session ends with unanimous vote to retain Joanna Topping as General Counsel for Library.

8:39pm Public Session resumes.

VP Ken Turner Report:

Update on changing main bank from Sterling to Signature Bank so Library doesn't have to worry about FDIC... Funds all insured.

All checks will now be written from Signature Bank account.

Update on funds held in Key Bank money market and Sterling Bank CD.

Digital access set up with Signature Bank for Accountant and Bookkeeper to have "View Only" access.

Update on Parking Lot:

Michele Gage to meet architect to discuss changes with focus on safety, convenience and more parking.

B. Schwartz makes motion, seconded by P. Dauer to approve \$1000. for Gallin Beeler Design Studio for pre-design walk through of parking lot.

State giving all libraries \$13000 unrestricted funds.

Library to apply for part of \$650,000 from NYS Public Library Construction Grant.

Motion by B Schwartz, seconded by M.Gage, to spend \$335.00 to install 2 lockable filing cabinets in office from Westchester Flying Locksmiths. Approved.

Approved 2018 annual report.

Moving from Protection one ADT to Nikon as of August 1st.

Trustee election to be held on September 26th with 5 open seats on Board.

Jennifer to make postcard for trustee election to send out to residents.

Repairs and upgrades needed:
Bilco Doors and other small jobs.

Motion by B. Schwartz, seconded by L.Peterman, to hire 2 summer workers for library at \$15/hr.

2 NYSEG accounts. Electrician needed to determine why there are two lines.

Exterminator to be called as needed, not on contract.

Discussion of Custom display at market in exit vestibule.

Nintendo switch console is available. No takers yet.

Jennifer Coulter to look into single pane windows that need replacement.

Jennifer to go to meeting about submitting for state construction grant.

Kitchen update looks great!

Board votes unanimously to appoint Lisa Fitz to fill out remaining term of Miriam Schindel. Lisa will go to Townhouse to be sworn in before next meeting.

No Public comments.

10:03 Public session closes.

10:09pm Executive session II opens to discuss personnel issues.

Executive Session ends with motion by B Schwartz, seconded by P Dauer, to increase hourly rates for 3 PT employees effective immediately and to award Jennifer Coulter an educational stipend.

10:50pm Adjourned.

Next meeting August 15, 2019, 7:30pm