

**Pound Ridge Library District Board Meeting
June 21, 2016**

Present: Chad Ergun, Bob Fischer, Gerry Kaplan, Lena Nurenberg, Elisabeth Post Marnier, Erin Regan, Erin Trostle, Stephen Brussels

Agenda adopted.

Minutes from June 7, 2016 meeting approved.

Public Comment

Patron/Library neighbor asks about low wires in Library parking lot. They are not Library's wires, but Mitch will contact Cablevision about solution.

Patron/Library neighbor asks about parking lot lights coming on too early. Board suggests she contact Mitch directly.

Patron/Library neighbor asks about circulation and usage report Board asked Mitch for in previous meeting. Mitch is sick and not at meeting, but Board will ask for it at next meeting.

Director's Report

Mitch is sick and unable to attend meeting, but he emailed Erin T with some updates. With respect to lead testing inquiries, Mitch should ask that Library be notified if patrons incur any expenses not covered by insurance. Board directs Mitch to reach out to patron who has asked about testing and ask her to talk to her doctor and let Mitch know what doctor suggests.

Annual Report to State

Draft report circulated in advance of meeting. Chad will confirm download speed for items 28 and 29.

Board unanimously approves motion to adopt report to state with Chad's additions. Annual meeting will be held on July 5.

Erin T circulated annual report to community in advance of meeting. Mitch will provide remaining information. Stephen will attend July 5 annual meeting.

Financial Reports

Reports circulated in advance of meeting (except salaries, Stephen will circulate asap). High expense month because of legal fees.

Stephen will reach out to Sterling Bank about a master card for Mitch's library use.

Board unanimously approves motion to accept financial reports and warrants.

Gerry will sign contract with redi-cut for lawn care.

Stephen will follow up on cost of reverse osmosis water system.

Closet work for chair storage to start soon.

2017 Budget Planning

Bob will arrange time to meeting with Mitch to plan for budget. No word back from Albany re bill to change fiscal year.

Policy and Procedure Manual

Board would like Mitch's input on procedures. Board is asked to review policy manual before approval.

Staff evaluations

Board directs Mitch to begin staff evaluations and to begin his self-appraisal form so Board can review his performance as well.

Architects

Erin T will contact lawyer to review contract with architects (perhaps Les Maron, town attorney or Mt. Kisco attorney suggested by Stephen).

Executive Session

Resolved, that the Board move into executive session to discuss personnel matters.

Board authorizes Richard Zuckerman to proceed on additional personnel issues as appropriate.

Adjourned.

Next Meetings:

Tuesday, July 5 7:30 p.m.

Tuesday, July 19 7:30 p.m.