

MEETING
BOARD OF TRUSTEES
March 16, 2017
LOCATION: POUND RIDGE LIBRARY DISTRICT
TIME: 7:30 P.M.

PRESENT: Pat Dauer, Richard Esman, Michele Gage, Gerry Kaplan, Miriam Schindel, Ken Turner, Carl Weinberg

7:32pm President Schindel opened the meeting.

A Quorum was present throughout the meeting.

Motion by Carl Weinberg, seconded by Richard Esman, to approve minutes of Feb. 28, 2017. Approved unanimously.

President's Report:

Status of Annual Report to NYS Education Department: President Schindel reports that numbers of annual report do not agree with budget reports.

Motion by Carl Weinberg to defer financial reporting to Executive Session, seconded by Pat Dauer, approved unanimously.

Discussion of Insurance coverage of KMG. Gerry Kaplan to follow up and end ending the Library's paying for that insurance.

Treasurers' Report:

Status of Financial Recordkeeping:

President Schindel reports that we have not approved December and January financials. Treasurer says the financials have gone to the NYS annual report despite not being approved by Board.

Discussion of how we were we able to override the allocation line on salaries, bonuses, payments to staff.

Treasurer Kaplan offers to work up a simple budget model understandable to all.

Status of Liaison with Foundation:

Michele Gage reports there is \$17,000 in cash laying fallow in endowment fund. Repeated requests for a Foundation member to attend Board meeting to discuss the funds continue to be ignored or rejected. Questions of whether they are operating legally, what funds they have and whether they are fulfilling the transparency requirements. Attorney Carl Weinberg to draft a letter to the Foundation demanding answers.

Report of VP of Facilities and Grounds:

Ken Turner reports that the lease for the cottage is due at the end of March. Tenant wants another year at same rent of \$2100/month plus utilities and repairs under \$100.

Discussion of unexplained variances in budget line items from KMG and where the extra money is going. Treasurers Kaplan and Gage to investigate and report back.

Meetings with Architect:

Ken Turner reports receiving 3 bids for demolition, installation of doors, painting, electrical, cleanup and removals. ABC at \$35,200...A Capital Home Improvement at \$39,995...Westerly Construction at \$37,500. ABC will be awarded the job. Doors have to be installed by June 30th after second extension by NYS.

Carl Weinberg moves to approve bid and award contract to ABC, seconded by Ken Turner, approved unanimously.

Turner, Kaplan and Gage to meet with architect on March 29th regarding Master Plan which will cost \$33,000.

Gerry Kaplan to contact prior Board member about plans already drawn up for a new kitchen.

Report from Librarian Alan Ramsay on Children's and Teens' Look Ahead Programs:

Ramsay offered a detailed four-page presentation of scheduled and potential events for the year. Discussion of keeping a record of how many children attend each program to see what works.

Discussion of April being Natl. Poetry Month and working with PRES teachers to promote writing by students and possibly have winning poems published in newspaper.

Erin Joslyn Crafts fee approved at \$125.00 for popular Spring program.

First Library Cards Day for Kindergarteners on the calendar now.

3 book groups for children have been set up along with vacation specials leading up to the Easter holiday.

Librarian Ramsay to contact WLS for other program ideas and will attend next meeting with calendar of events and record of how many people participated in each event in the past.

Report from Library Assistant Vanessa Harrington on Look Aheads for Teens and Adults:

Harrington offered an impressive four-page color presentation of upcoming events, including a Genealogy class, Tai Chi, Mindfulness Meditation, a Westchester History speaker and a Writing Workshop. Discussion of setting up standardized fees for vendors in each category of programming.

Discussion of publicizing Kim Kovach's creative writing seminars.

Discussion of potential joint program with Pound Ridge Historical Society.

Discussion of the popular Babysitting night ... and idea of getting 10% off at local restaurants for parents of kids who attend the library program.

Friends of the Pound Ridge Library also wants to promote this program.

Discussion of getting bids for tuning the piano which is needed for music programs. What is the level above which bids are required?

Richard Esman suggests seminar about how to get your home ready for sale and will follow up and gather potential speakers for Board to consider.

President Schindel suggests Facilities Comte ask Architect about prevailing wage requirement. RFP says contractors can be held to certain standards such as documentation of workers and prevailing wages. Westchester County has its own prevailing wage schedule.

No Public Comment.

Open meeting ends 9:32pm

Executive Session opens 9:35pm to discuss upcoming Library Director interviews.

Executive Session closed at 10:19pm with no action taken.

Meeting adjourned 10:20pm

Next meeting Tuesday, March 28, 2017 7:30pm

