



BOARD OF TRUSTEES

March 6, 2018

LOCATION: POUND RIDGE LIBRARY DISTRICT

TIME: 7:30 p.m.

7:40 pm

The President of the Board gavelled the Meeting to order, and upon motion to call a quorum count by MG, seconded by BS, and unanimously approved, a roll call was taken. A quorum was present throughout the Meeting.

Present: Pat Dauer (PD), Richard Esman by phone (RE), Miriam Schindel (MS), Ken Turner (KT), Jane Wood (JW), Gerry Kaplan (GK), Michele Gage (MG), Bonnie Schwartz (BS), Laura Evans (LE) (constituting all the members of the Board.

Also present: Gloria Koster (Library Director, LD), Ed Reiner (ER), Heidi Nardelli (HN). Ken Gilman (KG) Property Manager.

The Board having previously been provided a draft of the Minutes of the Open Meeting held February 6, 2018 and the Executive Session Meeting held on February 6, 2018, after discussion, and upon motion made by LE, duly seconded by BS. The Board unanimously approved the Minutes of February 6, 2018.

MS made a statement about the response to the storm of Sunday, March 4, 2018. She reviewed the hours that the Library stayed open and reported on the request from the Town Supervisor that the Library be designated as a warming center, to be manned and supplied by the OEM. There was a discussion about maintaining the Library email list for such emergencies led by LE.

7:50 pm

Introduction of Ken Gilman, Property Manager

KG described his role in maintaining the Library and the rental cottage. He will be reviewing all vendors used by him for their locale, preferring Pound Ridge, and their price awareness. His goal is to "fix quickly, efficiently and at the best possible price". BS suggested KG maintain a wish list of projects and their priority. Gk asked if there were any major repairs anticipated, to which KG answered not at this time. KG will attend all Board Meetings.

8:10 pm

Report by Ed Reiner, Library Accountant

ER stated that due to an outstanding invoice owed to KMG, he had not received the final package of 2017 financial documents from them. MS requested that he speak to the Partner there to resolve the matter. ~~and stated that the Library could not be held hostage by KMG due to its contract with them.~~

ER reported that the 2017 financials showed an unspent variance from the budget of roughly \$250,000. A discussion ensued of whether that was accurate. MS again called for the November and December

Financial Reports to be submitted by the April meeting and that a request be made to the State Comptroller's Office to obtain an extension for filing the AUD. ER reported that he had created files for the 1099 and I-9 employee forms. He stated that tax form 1096 had been filed for 2017. There is a question of who the currently designated Trustee for TIAA CREF is, as a late invoice was reported by GK on the pension account. HN said that she did not have access to pay the account. MS stated that the Board is the designated Trustee with KT as Treasurer.

8:45 pm

Treasurer's Report

KT reported that he had approved changes in the Library's maturing bonds in the Investment portfolio and that we would be receiving an Investment Report in May. The matter of the Cottage rental was resolved after a discussion of potential tenants and the matter of allowing pets. BS made a motion to approve the rental of the Cottage to the couple mentioned who had no pets and authorize certain repairs they requested for a monthly rent of \$2200. PD seconded the motion and it was approved.

8:58 pm

Director's Report

LD distributed a package of her report and Library statistics regarding circulation, programming and staff. MS requested that the section of her report on the new Marketing Committee be saved by the Trustees for future use as it reflected extensive work by RE and programming is a key part of budget planning. The wiring in the Mystery room was discussed and it was resolved that the necessity for landline phones be explored. Controls for heaters in that room were found. BS commented on duplicative cleaning services that were explained by KT. PD moved that the Disbursement List for February 2017 except for the \$303.18 KMG invoice be approved. Seconded by GK, approved.

9:25 pm

Public Comment

MS opened the meeting to Public Comments. Evelyn Carmichael thanked the Board and KT for moving the dumpsters and being responsive to her requests.

9:30 pm

Executive Session

BS moved that the Open Meeting be closed, and the Board move to Executive Session to meet the new Library Counsel and discuss confidential Staff Matters. GK seconded the motion, approved. {The new attorneys, selected by Utica Insurance Company are Rivkin Radler, represented at the meeting by William Savino and John Diviney, Partners.}

11:28 pm

Motion by BS, seconded by PD to close Executive Session and resume public session.

11:28

Public session reopens. No actions were taken in Executive Session.

11:29 Adjourned

Next Meeting April 3, 2018 at 7:30 pm