

MEETING

BOARD OF TRUSTEES

May 1, 2018

LOCATION: POUND RIDGE LIBRARY DISTRICT

TIME: 7:30pm

7:35pm VP Richard Esman called the meeting to order.

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

A Quorum was present throughout the meeting.

Approval of April 10, 2018 Minutes deferred pending President Schindel's input.

Presentation by Pound Ridge Town Supervisor Kevin Hansen:

Mr. Hansen wants to initiate closer relations among all the town entities, including promoting each other's activities and importance to the town.

Hansen praised the Library's work during the power outages and looks forward to working out how the Library can enhance its role as a valuable community hub, including cellphone boosters to help with connectivity.

Hansen gave an update on the changes underway in Scotts Corners with tree removal, new lighting and the new "Market Square." He encouraged people to shop at the newly-enhanced Market which could benefit shoppers and the town generally by bringing in more consumers from surrounding communities.

He said to watch for the Grand Opening of the new market square. Announcement of the festivities expected soon.

He encouraged the Library to connect with the town's Recreation Dept. for future programs and activities. Trustee Bonnie Schwartz suggested an "after camp" activities program at the Library during the summer.

Report by Property Manager:

Ken Gilman discussed minor repairs he made at the Library. APA checked and cleaned the heating and air conditioning units, per contract.

Proposals from 3 Alarm companies came in. There was consensus that all 3

provide equal quality service. Therefore, the lowest bid will likely get the job.

Ken reported that a new tenant is moving into the cottage; the fence in front of the cottage is broken. Most companies refuse the job as too small, except for Duke which can do the repair.

Ken would like to address the broken curbing in the parking lot that was damaged by plows. He will also look into filling the pothole in the parking lot.

Introduction of New Accountant:

Michael Lewis will be working with bookkeeper Heidi Nardelli to get all financials in order for the audit by O'Connor-Davies coming up later in May.

Michael plans to have the balance sheet for the prior month ready for the Board by the 15th of the subsequent month.

He will provide financials with balance sheets for the first 4 months of 2018 by the next meeting.

Discussion of contributions to TIAA-Cref. Ken Turner and Alan Ramsay are now joint administrators.

Motion by Michele Gage, seconded by Bonnie Schwartz, to approve the contract for Michael Lewis to be the Library Accountant. Approved unanimously.

Discussion of instituting policy for all outside hires to submit bills monthly.

Motion by Bonnie Schwartz, seconded by Dauer, to approve April disbursements, including Bookkeeper Heidi Nardelli's invoice with specific breakdown of work done. Approved unanimously.

Motion by Gage, seconded by Dauer, to approve President Schindel's recommendation to approve and submit the annual State Report. Approved unanimously.

Interim Director's Report:

Alan Ramsay provided specifics on all Library programs, including the most and least successful.

3rd annual Babysitting night is a homerun...33 have signed up. 2 Staffers and 9 volunteers will supervise.

Coordinating with PRES, the "Bumpy Bus Ride Day" for Kindergartners is scheduled for June 4th with activities.

The summer reading theme is "Libraries Rock!" Director Ramsay will be making

the pitch at PRES to all grades.

Attracting Teens continues to be challenging. The two Nintendo Switch Nights brought in only a couple of kids. Ramsay will look into coordinating with town Recreation Dept. regarding teens.

Many successful adult programs, including Mindful Meditation, The Great Courses, Writing Courses and a new book group called "Exploring China through Novels."

AARP driving course coming up May 12th with 40 people signed up.

Trustees encouraged to march in the Memorial Day Parade, May 28th. Interim Director Ramsay to look into getting a banner made for the Library.

PR Pride Day is June 3rd which needs volunteers for the Library table.

Ramsay provided circulation figures for the month, as well as vacation requests from the staff. Any vacation conflicts to be decided by seniority, if necessary.

Request from KMG to rent Schaffner Room for a meeting of the Stone Ridge Homeowners Association rejected per the Library's bylaws.

Bookkeeper Heidi Nardelli suggests Library change to Paychex Enterprise Service which tracks time off, including vacations, sick days, personal days etc.

Motion by Bonnie Schwartz, seconded by Michele Gage, to change from Paychex Proprieter to Enterprise Service at an additional cost of \$12. 00 per employee/ per pay period. Approved unanimously.

Report by Michele Gage on Health Care Plans:

After considering 2 available plans, Oxford offers the best coverage for employees, at a slightly higher cost.

Motion by Dauer, seconded by Schwartz, to approve Oxford as the new health plan, effective June 1, 2018. Approved unanimously.

Michele Gage reports that Jennifer Coulter has been asked to do all the recruiting and preparation required for the election of new Trustees in September.

Motion by Schwartz, seconded by Turner, to approve \$1000.00 for Jennifer Coulter to carry out all necessary requirements for the Elections on September 25, 2018. Approved unanimously.

Dauer reports that the Library has posted for P/T Clerk position on PR Working Mothers site and the Community News site.

Esman reports on Trustee summit, scheduled for June 23rd at the Townhouse.

Discussion of whether to move the summit to the fall, after the election of new Trustees.

Motion by Schwartz, seconded by Dauer, to postpone Summit until after the Election. Approved unanimously.

Treasurer's Report:

Turner moved \$50,000 from Patriot Bank to Sterling Bank to cover payroll and disbursements for April. Borrowed money will be returned to Patriot when the town check comes in in mid-May.

Report on the Library Foundation deferred until June meeting.

Discussion of Garden Club's generous offer for an outdoor sculpture in honor of Library supporter Quincy Carter Stuart. Bonnie Schwartz to confer with the Garden Club about a natural memorial. A tree was suggested. A policy on gifts needs to be written.

Discussion of Library Saturday summer hours raised by a patron. Gage asks Interim Director to improve door signage about hours.

Motion by Dauer, seconded by Schwartz, to have Library remain open until 5pm on Saturdays during the summer in line with the rest of the year. Approved unanimously.

Public Comment:

First comment to provide information regarding small sculpture on display in the Knight Room that was also much discussed by prior Board.

10:04pm Open Sessions ends.

10:06pm Executive Session begins to discuss personnel and Trustee issues.

10:30pm Executive Session ends with no actions taken.

10:31pm Open Session resumes.

10:32pm Adjourned

Next meeting Tuesday, June 5, 2018 at 7:30pm

