



MEETING

BOARD OF TRUSTEES

November 2, 2016

LOCATION: POUND RIDGE LIBRARY DISTRICT

TIME: 7:30 P.M.

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| 7:30 - 7:35 pm | Call to Order and Quorum Count |
| 7:35 - 7:40 pm | Approval of Minutes of October 4 th and October 6 th , 2016 |
| 7:40 - 7:45 pm
part | Approval of September Financial Report: in whole or in |
| 7:45 - 8:00 pm | Report of Librarian Alan Ramsay: Scheduled and Future
Library Programming |
| 8:00 - 8:05 pm | Report of President:
Credit Card Investigation;
Official Notice of Insurance Coverage |
| 8:05 - 8:20 pm | Report of Secretary: Developments in Staffing Efforts and
Budget Considerations in Setting Salary Ranges |
| 8:20 - 8:35 pm | Report of Treasurer: Proposals for Fiscal Responsibility |
| 8:35 - 8:45 pm | Public Comments |
| 8:45 - 9:00 pm | Motion to Conduct Executive Session Pursuant to Open
Meetings Law §§ 105(d) for the Purpose of Discussing
Pending Litigation |
| 9:00 pm | Adjournment of Open Meeting |
| 9pm - 9:45pm | Executive Session |

10pm

Adjournment

Present: Pat Dauer, Michele Gage, Gerald Kaplan, Ken Turner, Miriam Schindel, Carl Weinberg.

A quorum of the Board was present throughout the meeting.

President Schindel opened the meeting at 7:34pm

Motion by Ken Turner to approve Minutes of Oct 4th and Oct.6th, seconded and approved unanimously.

Approval of September Financial Report:

Discussion of \$28,000 invoice paid by prior Board President. President Schindel currently reviewing documentation for all charges on this bill which was paid before approval.

Motion by Michele Gage to table accepting financial report until bill of Sept 28th from Lamb and Barnosky is reviewed, seconded and approved. Gerry Kaplan abstains from vote.

Librarian Alan Ramsay reports on programs scheduled through January:

Discussion of which programs are most and least popular; about the lead time needed to book a program presenter; and about how programs are publicized to attract participants.

Motion by President Schindel that VP Carl Weinberg oversee Programs, seconded, and approved unanimously. Carl will work with Alan Ramsay on possible summer programs.

Discussion about whether Library is insured during Children's program that involves close encounters with Animals. President Schindel to check with insurers.

Discussion about Writers and Artists Group, formerly Memoirs Group. Are they paying a room use fee? Is the Library sponsoring them?

Discussion about the budget for programs and confusion about the figures for programs listed in the Budget statement. Gage and Kaplan to follow up.

Discussion of Key Bank checking account. Librarian Ramsay says Key Bank needs a name on signature card, plus 2 Board members.

Michele Gage to look into whether to close this checking account which incurs a monthly fee and to have a savings account only for depositing cash from fines.

Treasurer reports that KMG drew up check for \$200 to Library for petty cash.

President's Report:

Chief Ryan says he is finishing up interviews in the Credit Card Investigation and is prepared to give his report on Nov. 8th.

Update on previous discussion of insurance coverage. Carrier has provided report which lists Employee Practices Liability Coverage up to \$1,000,000. Trustees to read report and follow up with any questions.

Report of Secretary:

Per Civil Service procedure, certifications for a part-time Staff Asst./Library and a fulltime Library Assistant have been requested and received. Letters have gone out to all eligibles on the Civil Service lists. Eligibles have until Nov. 17th to respond.

Gerry wants Civil Service to provide allowed part-time hours in writing.

Discussion about what positions Library wants to fill and what the total budget should be for salaries, including, but not restricted to, Library Director, Librarian 1, Library Assistant and Staff Assistant/Library.
Dauer/Gage/Kaplan Gerry to meet about budget.

Report of Treasurer:

Motion by Gerry Kaplan to close Key Bank checking account and perhaps have only a savings account, seconded and approved unanimously.

Motion to close KMG AMEX account and get gift cards from points, seconded and approved with Kaplan abstaining.

Gerry Kaplan has received 2013-2015 report on sales tax paid to Amazon which he is reviewing.

Discussion of current purchase policy. Co-Treasurer Gage wants to add "prior to payment" to first sentence on financial controls.

Motion by Schindel to amend current purchase policy to add "prior to payment" to first sentence, seconded and approved unanimously.

Discussion about chimney rodent causing smoke in cottage chimney. Ken Turner authorized KMG to hire someone to have chimney capped with screen.

Motion by Michel Gage to make up to \$1000.00 available to Ken Turner for Buildings and Grounds emergencies, seconded and approved unanimously.

Discussion about current credit card policy:

Motion by Gerry Kaplan to replace "receipt for each purchase" with "confirmation/ receipt for each purchase" seconded and approved unanimously.

Proposed: that Michele Gage be given authority to contact donors to Library this year to find out the intent for their contributions and to verify that their contributions have been acknowledged.

Motion by Carl Weinberg to authorize Gage to contact donors in this regard, seconded and approved unanimously.

Proposal to exempt Garden Club from room use fees for their monthly meetings. Resolution:

Resolved that the Pound Ridge Garden Club be exempt in perpetuity from a room use fee for their monthly meetings only.

Discussion about light-blocking trees behind Library which aren't working. Ken Turner will investigate.

Public Comment:

Town residents Richard Esman and Gerry Rosenthal introduced as interested in assisting the Library in any capacity, including as Trustees.

First comment: no town organizations are charged for meetings in Schaffner Room. Non-town organizations are charged. This is common practice. Trustee Gage says this should be put into written policy.

Second Comment: Are Oct. 27th minutes online yet? No. Are Board meetings to be held on Wednesdays? President Schindel says meetings will be held on Tuesdays once Library has been put back in order.

There will be a meeting Tuesday, Nov. 8th mainly for Executive Session to hear report from Chief Ryan on Credit Card investigation. A meeting is also scheduled for Nov. 15th, to meet with Insurance Company's attorneys dealing with Tinter case.

Schindel makes motion to close public portion of meeting at 9:16pm.

Executive Session to discuss Tinter case opens at 9:20pm.

Executive Session ends at 10:06pm. No decisions were made in Executive Session.

Public Session re-opens and is Adjourned at 10:06pm

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