

BOARD OF TRUSTEES

November 28, 2017

LOCATION: POUND RIDGE LIBRARY DISTRICT

TIME: 7:30 P.M.

7:40 pm

Meeting called to Order.

Present: Pat Dauer, Richard Esman, Michele Gage, Gerry Kaplan, Miriam Schindel, Ken Turner, Jane Wood

A Quorum was present throughout the meeting.

Motion by Gage, seconded by Turner, to approve Minutes of October 24, 2017. Approved.

President Schindel reports that Kathy Egan's employment status has been settled amicably.

Bookkeeper Heidi Nardelli's work held off due to internal issues. But she hopes to complete conversion from KMG data to Quickbooks by year's end.

President Schindel reports door from mystery room was open again due to windstorm and police had to come to the Library in the middle of the night. KMG was unavailable. When power returned, lights remained on all night, disturbing neighbors.

Schindel wants Trustees to meet to talk about long range planning and how to get townspeople involved in the planning.

Financials report June thru October have to be reviewed by Board members.

Library has 11 bank accounts with various signatories.

Also, TIAA Creff plan administrators are Steve Brussels and Gerry Kaplan, which is being changed to "Board of Trustees."

On Library Foundation:

Schindel wrote to Foundation in late October to ask them to attend Nov. 28th Board meeting after Foundation donor complained that no one acknowledged receipt of donation. Is Foundation still tax exempt? Can they continue to seek donations in Library's name if they are not qualified as tax exempt entity? Jane Wood to follow up

with Foundation and report back to the Board at the next meeting.

O'Connor Davies fees: Audit fee is \$11, 500 and Financial controls fee is \$9,500.

Motion by Michele Gage to approve O'Connor Davies fee of \$11, 500 for audit, seconded by Jane Wood. Approved.

Motion by Michele Gage to approve O'Connor-Davies fee of \$9,500 for financial controls review, seconded by Dauer. Approved.

Report on hiring of new PT Librarian.

Motion by Jane, seconded by Ken, to set hourly wage for Librarian 1 at \$22-25/our. Approved.

Motion by Michele Gage, seconded by Jane Wood, to make range for Library Clerk \$15-20/hr. Approved.

Director asks for new chairs for Schaffner Room to make set up and break down easier. Gerry wants Architect involved in chair selection. Ken Turner to check with Architect and report back to Board.

Turner also sending all Trustees copy of the Architect contract for renovation of bathrooms and kitchen.

Motion by Esman, seconded by Dauer, to defer purchase of Schaffner chair until Architect weighs in. Approved.

Library Policy relating to local vendors desiring to partner with library. Rich Esman to check with town on its policies and with state procurement guidelines. President Schindel to work up policy that Board can vote on.

Discussion of Treasurer's job description and salary.

Motion by Dauer, seconded by Gage, to hire Edward Reiner as Treasurer beginning Jan. 1, 2018, for 4 hours per month @\$100/hr.

Motion by Kaplan, seconded by Turner, to approve all Board incumbents in their current positions.

Director's Report: on programs, improvements in facility and technology. All is well.

Question about overdrive and how that affects circulation numbers. Director to follow up.

Approval of financials deferred until January meeting.

Motion by Dauer, approved by Gage, to amend Staff Vacation Policy to permit an employees' unused vacation time that would be forfeited at year-end to be converted into pay, solely in instances where the employee has been unable to take vacation due to staffing requirements of the Library. The Director may make such recommendations regarding pay in lieu of vacation to the Board for its approval. Motion included conversion of 75% of Alan Ramsay's 15 days of unused 2017 vacation (11.25 days) to be converted into pay. Approved.

Motion by Gerry, seconded by Ken, to move \$250,000 from general fund to set up fund called Schaffner Kitchen project fund.

No Public Comment

11pm Adjourned.

Next meeting January 2, 2018, 7:30pm.

