

MEETING
BOARD OF TRUSTEES

November 29th, 2016

LOCATION: POUND RIDGE LIBRARY DISTRICT

TIME: 7:30 P.M.

Agenda

Open Meeting – Part I: Call to Order, Quorum Count, and President's Introductory Comments

- | | |
|----------------|---|
| 7:30 - 7:50 pm | Report of Police Chief Ryan and Questions and Answers |
| 7:50 - 8:15 pm | Report of Steven Brussels, Katonah Management Group |
| 8:15 - 9:00 pm | Motion to Conduct Executive Session Pursuant to Section 105 of the Open Meetings Law for the Purpose of Receiving Advice and Counsel from Board's Attorneys regarding Marilyn Tinter Litigation |
| 9:00 - 9:10 pm | <u>Open Meeting – Part II</u> |
| | Approval of Minutes of November 2 nd and 8 th Meetings |
| | Report of Pat Dauer, Secretary: Status of Library Assistant and Assistant to Library staff positions |
| 9:10 - 9:40 pm | Report of Treasurers Kaplan and Gage: <ul style="list-style-type: none">• Approval of Warrants• Check Signatories• Discussion of dental coverage and other benefits for full-time employees |
| 9:40 - 9:50 pm | Report of Vice President, Building & Grounds, Ken Turner <ul style="list-style-type: none">• NYSEG Tree Cutting• Other Items |

9:50 - 10:00 pm Report of Vice President, General Affairs, Carl Weinberg:

- Library Programming
- Other Items

10:00 – 10:20 pm Report of President:

- Search for Library Director Pending Resolution of M. Tinter Litigation
- Proposed Ethics and Conflicts of Interest Policy
- Proposed Amendments to By-Laws: (A) Terms of Individuals Appointed to Serve Vacant Positions; and (B) Creation of two official Treasurers' Positions
- Bonding of Treasurers
- Use of Library Parking Lot as Excess Parking for Residents
- Board meeting with Bernard Margolis, New York State Librarian
- Fixed Meeting Dates

10:20 - 10:30 pm Adjournment

7:32 – 7:35 pm Call to Order and Quorum Count

Present: Pat Dauer, Michele Gage, Gerry Kaplan, Miriam Schindel, Carl Weinberg.

A Quorum was present throughout the meeting.

President Schindel opened the meeting opened at 7:32pm.

Report of Police Chief Ryan on credit card investigation.

Brief report from Chief Ryan. No questions from the public.

Report of Steve Brussels of Katonah Management Group:

Michele Gage reviews new procedures for approving payments.

Reviews budget lines and code ... on reallocating budget lines to correct

codes.

Gerry Kaplan says that instituting budget procedures will take until 2017.

Discussion of health insurance coverage for Marilyn Tinter.

Board did not give Tinter adequate notice of termination of benefits.

Discussion of health care policy for employees.

Gerry suggests a committee to look into health care policies.

KMG report on medical insurance for Marilyn Tinter.

Discussion of what insurance is still in effect and possible Cobra coverage.

Defer question about what to do about medical benefits until we get more information from carrier.

Discussion of open Invoice from Lamb and Barnosky for documents required by Police Chief Ryan for the credit card investigation.

Discussion of signatories on Library credit cards:

Proposal for amendment to Bylaws about who should be signatories and about bonding of people who deal with Library money.

Discussion of whether to officially amend bylaws to provide for two full treasurers both of whom have signatory authority. No vote taken.

Motion by Gerry Kaplan to close Key Bank account and to authorize Gerry to sign a check to close the account, seconded by Michele and approved unanimously.

Motion by Pat Dauer to move into Executive Session to discuss Marilyn Tinter case with Board's Attorneys, seconded by Carl Weinberg and approved unanimously.

8:20 Executive Session begins

9:27pm Executive Session ends. No decisions were taken during this session.

9:31pm Open Meeting Part II:

Motion by Miriam Schindel to accept minutes of Oct. 27th and Nov. 2nd seconded by Ken Turner and approved unanimously. Minutes of Nov. 8th approved by all except Ken Turner who was not at the meeting.

Secretary's Report:

The Staff Asst./Library position: Of 19 eligible candidates, only 2 were interested in the position which allowed the Board to rehire Pat Dolce provisionally while she completes the Civil Service requirements for the job.

The Library Assistant Position: Of 23 eligibles, 4 have expressed interest in the position. However, Civil Service has advised us that we may allow Vanessa Harrington to continue on a provisional basis once she receives her MLS in early

December.

Motion by Gerry Kaplan to have board make Alan Ramsay eligible for dental insurance, seconded by President Schindel and approved unanimously.

Gerry Kaplan reports applying for sales tax refund from Amazon of \$880. Waiting for response from New York State--Sales Tax Division.

Notice will go out to employee giving them 60 days to elect Cobra after termination.

Resolution:

Motion that under the provisions of bylaws, the board may provide cobra coverage to terminated employees and to effectuate that Gerry Kaplan is authorized to sign the appropriate papers.

Gerry Kaplan offers Warrants for October needed for approval. Every trustee should have a copy of financials and payroll. But Board can rely on Michele Gage's review and recommendation

Report of VP Buildings and Grounds:

NYSEG employee Steven Miller. They want to trim trees next month that interfere with wiring. Ken Turner will be there when they cut the trees.

Chimney problem in cottage fixed but decided not to cap it.

Getting a lock on dumpsters: Suburban Carting told that if they can't provide locks, Board will change companies.

Six trees have been planted to prevent lights from disturbing neighbor.

Carl Weinberg:

After meeting with Librarian Alan Ramsay, reports that Programming is under control.

Question raised as to whether Library will be open on Good Friday. Further investigation required.

Search for Library Director:

President Schindel says reinstatement of Marilyn Tinter is still in litigation. And that the Board is not prepared to make a statement as to what the outcome will be. However, the Library must have a Director asap.

President Schindel presents draft ethics policy for review by Trustees.

Discussion of proposed procedures for individuals to fill vacancies.

Proposal to amend bylaws to fill vacancy only until next election.

Proposal to have 2 Treasurers to be discussed and voted on next meeting.

Resident of Stone Hill Rd asks to park party cars in Library parking lot.

Motion by Pat Dauer to say no to use parking lot for private party, seconded by Ken Turner and approved unanimously.

State Librarian will be coming to meeting to talk about Libraries like ours and to provide insight into how to manage a library.

Discussion of regular meeting dates. Meetings set for first and third Tuesday of every month.

Discussion of Architect's bill of \$5,000. Michele says she will check with the Foundation to see if they should be paying this bill, and how they are spending the foundation money.

Board acknowledges receiving Committee Of Concerned Citizens' petition requesting reinstatement of Marilyn Tinter as Director.

No Public Comment.

10:30pm Meeting Adjourned.

Next meeting is Dec. 4th, 1-4pm

9:50 - 10:00 pm Report of Vice President, General Affairs, Carl Weinberg:

- Library Programming
- Other Items

10:00 – 10:20 pm Report of President:

- Search for Library Director Pending Resolution of M. Tinter Litigation
- ✓ Proposed Ethics and Conflicts of Interest Policy
- ✓ Proposed Amendments to By-Laws: (A) Terms of Individuals Appointed to Serve Vacant Positions; and (B) Creation of two official Treasurers' Positions
- ✓ Bonding of Treasurers
- Use of Library Parking Lot as Excess Parking for Residents
- Board meeting with Bernard Margolis, New York State Librarian
- Fixed Meeting Dates

10:20 - 10:30 pm Adjournment

7:32 – 7:35 pm Call to Order and Quorum Count

Present: Pat Dauer, Michele Gage, Gerry Kaplan, Miriam Schindel, Carl Weinberg.

A Quorum was present throughout the meeting.

President Schindel opened the meeting opened at 7:32pm.

Report of Police Chief Ryan on credit card investigation.

Brief report from Chief Ryan. No questions from the public.

Report of Steve Brussels of Katonah Management Group:

Michele Gage reviews new procedures for approving payments.

Reviews budget lines and code ... on reallocating budget lines to correct