

MEETING OF BOARD OF TRUSTEES  
POUND RIDGE LIBRARY DISTRICT

LOCATION: Pound Ridge Library

DATE: October 18, 2018

TIME: 7:30 P.M.

7:37 pm

President Schindel called meeting to Order.

Present: Pat Dauer, Richard Esman, Michele Gage, Kristine Parker, Laura Peterman, Miriam Schindel, Bonnie Schwartz, Ken Turner

Motion by R.Esman, seconded by B. Schwartz to approve Minutes of August 1, 2018. Approved.

President Schindel administered Oath of Office to New Trustees Laura Peterman and Kristine Parker and returning Trustee Bonnie Schwartz.

Report of Ken Gilman, Property Manager:

Padlocked outside closet found to contain only old screens. Mystery solved.

Automatic chair has been tested and is working fine. But should it be tested again after 3 years? Ken feels it is in fine order. A sign will be attached requiring users to check with staff before operating.

Heating system checked out and exterminators were in to eliminate creatures.

Tenant in cottage having plumbing problems. Drain issues will be taken care of in next few days.

Ken getting estimates for landscapers for comparison to current company.

President's Report:

Change of Payroll Schedule: effective Jan.1, 2019, going biweekly with a pay date of Friday which means 26 pay cycle.

Harassment in the Workplace policy to be reviewed by Personnel Committee.

Motion by B. Schwartz, seconded by R. Esman, that current Board Officers remain in their positions. Approved.

Discussion of potential purchase of gas station property in Scotts Corners. Committee to explore possibilities for the Library.

President Schindel Makes Committee Assignments:

**The Real Property Acquisition Committee:**

Chair M. Schindel, R. Esman, M. Gage, B. Schwartz.

**Long Range Planning:**

Chair R, Esman, Kristine Parker, M. Gage.

**Library Renovation Comte:**

Chair M. Gage, L. Peterman, P. Dauer, K. Turner

**Foundation Comte:**

Chair M. Gage, L. Peterman, K. Parker

**Personnel Comte:**

Chair P. Dauer, L. Peterman, B. Schwartz, Kristine Parker.

**Finance Comte:**

Chair K. Turner, M. Gage, M. Lewis

**Outreach Comte:**

Chair B. Schwartz, K. Parker, A. Ramsay, R. Esman

**Warming Center Comte:**

Chair B. Schwartz, K. Parker, L. Peterman

Treasurer Turner reports on notice from Emigrant Bank that Foundation money held there will go back to NY State if there is no activity by Oct. 31, 2018.

Foundation Comte to investigate and take action asap.

Staffing Report:

Still searching to fill Librarian 1 position.

Motion by B. Schwartz, seconded by P. Dauer, to approve October Invoices. Approved.

Report on Annual Tax Filing: Technical difficulties have prevented filing. Problem is now fixed. Accountant M. Lewis to finish filing.

Report from Interim Director:

Library Website—we have version 7 Builder which is now out of date. Within 6 months our website will be gone.

Suggested Options from Go Daddy:

Go Central Business which entails us creating website on our own at a cost of \$419 for hosting and SSL certificate.

Word Press Release—Go Daddy would create the Library website and send pictures daily. We would be able to have tocify to add, modify, delete programs. \$2500 flat rate.

Alan to check with WLS to see if they offer an alternative and determine what we currently have in terms of security and whether we actually need SSL certificate.

Alan also to compare WB Mason water supplier with Culligan and choose most cost effective one.

Treasurer's Report:

Discussion of Auditor's Management Letter.

Balance in Key Bank has to be corrected to be covered by FDIC. Treasurer Turner to take care of this by moving some funds to another bank.

Discussion of policy on Medicare coverage for FT employees.

Motion by B. Schwartz, seconded by L. Peterman, to revisit health insurance offerings to have parity among employees.

Approved

Report by Accountant:

To date, we have a budgetary savings of \$166,000. Purchases of new books and CDs need to be increased.

Warming Center Report:

B. Schwartz says library needs 3 shovels, 50 cup coffee urn, outside tent to hold dry ice and water, and another tent for public events, both with Library logo.

Motion by B. Schwartz, seconded by P. Dauer, to spend up to \$3500 on two tents for warming center. Approved.

No Public Comments.

10:08pm Open meeting closes to move into Executive Session to discuss personnel issues

12:25am Executive Session ends with no action taken.

12:30am Adjourned.

Next meeting scheduled for Nov. 6<sup>th</sup>, 2018, 7:30pm