

Pound Ridge Library District  
Special Meeting of the Board of Trustees  
Held on October 27, 2016  
7:30pm at Library Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Adoption of Agenda
- IV. President's Report
- V. Report of Steven Brussels, Katonah Management Group: and Trustee Questions
- VI. Report of Michele Gage, Co-Treasurer.
- VII. Report of Pat Dauer, Secretary, and Discussion of Staffing Issues
- VIII. Public Comments
- IX. Adjournment

Present: Pat Dauer, Michele Gage, Gerry Kaplan, Miriam Schindel, Ken Turner.  
A quorum of the Board was present throughout the meeting.

President Schindel opened the meeting at 7:35pm.

President's Report:

Miriam Schindel read a 10-minute prepared statement updating the current status of the Library since the five new Trustees took office on October 1, 2016. **President Schindel's statement, in its entirety, is posted on the Library website, with a hard copy available at the Library.**

Report of Steven Brussels of Katonah Management Group:

President asks Mr. Brussels to provide information on services KMG provides with regard to both finances and Buildings & Grounds.

Discussion ensues which reveals that expenditures are paid before the Board approves them, thereby indicating a need for a more consistent and transparent procedure for handling Library Finances and Expenses.

The law requires the board to approve invoices before they are paid.

Mr. Brussels agrees to devise a new system which lists every expense for Board pre-approval before payment is made.

Discussion of credit card accounts. Treasurer Kaplan to check on credit cards: Do they exist? Who has them? Who can use them? Whose name is on them? KMG says it has backup for every item on the AMEX card. Treasurer Kaplan reports that he has asked KMG to prepare a bill for their monthly flat fee separate from any reimbursements due to them based on credit card payments KMG has made for Library expenses. Kaplan has a meeting with KMG on Nov. 1, 2016, to go over financial questions and check credit card items that he couldn't match with documentation.

Discussion about why the Library pays for KMG's negligence insurance. Since KMG has an Errors and Omissions Policy, why should the Library pay for additional insurance to cover potential wrongdoing by KMG? Both parties agree to further discussion on this.

Discussion about why a \$28,000 bill from Lamb and Barnosky, attorneys for the prior board, was paid in full on Sept. 28<sup>th</sup> without proper backup documentation.

President Schindel advises that the Library may need an audit. The last accountant's audit in 2013 identified areas that needed improvement. The Board needs to revisit that report.

Discussion about getting competitive bids. Co-Treasurer Michele Gage asks KMG's Brussels... who is reviewing invoices and trying to get a better deal from vendors?

President Schindel asks KMG to provide annual benchmarks so the Library knows that it is paying competitive prices for everything from Buildings and Grounds to Insurance.

Discussion of how to insure that all books and CDs bought by the Library on credit cards are entered into the Westchester Library System for circulation.

President Schindel says the Board wants to develop procedures that would allow anyone to look at the books and say this is how the library runs.

#### Treasurer's Report:

Approval of September financial statement from Katonah Management Group is put on hold until questions about a number of items on the statement are resolved.

Co-treasurer Gage asserts that it is important that things are charged to the correct budget line.

Discussion about Credit Card purchases and how they are reconciled and paid.

Discussion about why the Library has Key Bank checking account and the fees charged on bank accounts; about what happens to money collected from fines; how to handle cash; and how to handle petty cash.

Treasurers will sit with Brussels to establish procedures.

Motion by Michele Gage to have Treasurer Kaplan look into past 3 years of Amazon account purchases to see about recovering any sales taxes that were paid. Motion is seconded and approved unanimously.

#### Resolution:

*Resolved that Treasurer Gerry Kaplan is authorized to investigate the Library's Amazon account over the past three years for the purpose of discovering and recouping any sales tax paid unnecessarily.*

Secretary's Report:

Board is working through proper Civil Service channels to fill the positions of Full-time Library Assistant and Part-time Staff Assistant/Library. Motion by Michele Gage, seconded and approved unanimously, to have Pat Dauer investigate and set salary range and hours for open job positions.

Librarian Alan Ramsay outlined the current staff and their hours. Fulltime Clerk Kathy Egan requests vacation and personal days which the Board unanimously approves.

Public Comment:

**First Comment:** Can the current Board reinstate Marilyn Tinter? Discussion about the legal issues now muddying any immediate action by the Board. President Schindel hopes to have the issue resolved by year's end.

**Additional Comment:** Can the Board close the Library on Sundays until further notice due to staffing issues? Board is considering that option.

**Second Comment:** Has Pound Ridge Police Chief Ryan given the Board a specific date for reporting on the credit card investigation? Chief Ryan had previously mentioned a possible report at the end of October. He has been asked to attend the Board meeting on Wednesday, Nov. 2, 2016 for an update.

**Additional Comment:** Has the Board done a line item review of the charges paid to Lamb and Barnosky, Attorneys for the prior board? President Schindel says she is reviewing the items carefully and has asked for all material, invoices and correspondence between the Board and their law firm. The President asks that no other Trustee be in touch with the law firm on these matters.

Motion to adjourn, seconded and approved unanimously.  
Meeting adjourned at 10:23pm.