

Pound Ridge Library District
Regular Meeting of the Board of Trustees
Held on October 4, 2016
7:30pm at Library Building

Agenda

- 7:30pm Executive Session
- 8:00pm Adoption of Agenda and Minutes
- 8:10pm Election of Officers
- 8:20pm Public Comment (if necessary)
- 8:25pm Acceptance of Trustee Resignations
- 8:30pm Discussion re Library Director
- 9:00pm Other Business as time permits:
 - 501(c) (3) Corporation
 - Shana's Resignation
 - Change in Fiscal Year
 - Door Locks
 - Fine Tracking and Collection
 - Arts Commission
 - Alan Ramsay's request to reduce work days
- 9:30pm Adjournment

Present: Pat Dauer, Michele Gage, Gerry Kaplan, Miriam Schindel, Ken Turner, Carl Weinberg. Gerry Kaplan, the remaining incumbent Trustee from the predecessor Board, was present in the capacity of President, Pro Tem. No Trustee had been designated to serve as Secretary.

A quorum of the Board was present throughout the meeting.

Gerry Kaplan opened the meeting at 7:35pm.

Agenda Approved.

The Minutes of the meetings of September 22 and September 26, 2016 were presented by Gerry Kaplan to the Board for approval. The Minutes were not approved because, except for Mr. Kaplan, there was no member of the current Board who had sufficient knowledge or information to vote on the contents of said Minutes.

Upon motion made in the public portion of the meeting by Gerry Kaplan, and seconded, the Trustees voted unanimously to move to Executive Session, which commenced at 7:40pm. Prior to the start of the Executive Session, Ms. Schindel moved to have the record of the open portion of the meeting corrected to reflect that the Executive Session was for the purpose of receiving an update on the

credit card investigation by the Pound Ridge Police, and for Mr. Kaplan's statements to the new Trustees on other issues.

Police Chief David Ryan provided a report to the Board on the status of the credit card investigation. Upon motion properly made and approved, the Executive Session was recessed at 8:10pm to be resumed after adjournment of the public portion of the meeting.

The public portion of the meeting resumed at 8:10pm.

Upon motions properly made, the Agenda was approved.

Upon motion properly made, and seconded, the Board unanimously elected Miriam Schindel to serve as President.

Upon motion properly made and approved, a resolution which, after debate and amendment, was adopted as follows:

"Resolved, that the Board create an additional officer position to serve as Vice-President to manage buildings and grounds and supervise all contracts and agreements relevant thereto, and that the President shall determine whether the By-Laws of the Library require amendment to effectuate the creation of such position."

Upon motion properly made and approved, Ken Turner was unanimously elected Vice-President in charge of Buildings and Grounds and Carl Weinberg was unanimously elected Vice-President for Special Projects. Mr. Weinberg will assume the responsibilities of the President in her absence.

Upon motion properly made and approved, the Trustees debated whether there should be two co-Treasurers.

Upon motion properly made and approved, a resolution which, after debate and amendment, was adopted as follows:

"Resolved, that the office of Treasurer be bifurcated into two positions: Treasurer and Assistant Treasurer, and that the President shall determine whether the By-Laws of the Library require amendment to effectuate the creation of such position. Further resolved that the Assistant Treasurer will not have check signing authority pending further discussion."

Upon motions properly made and approved, the following Trustees were unanimously elected to the following positions:

Gerry Kaplan – Treasurer
Michele Gage – Assistant Treasurer

Pat Dauer – Secretary

The President invited comments from the public.

First Comment: the By-Laws do not provide for an Assistant Treasurer and any such action would require amendment of the By-Laws. President Schindel responded that neither the Library's Charter nor the By-Laws preclude creation of additional officer positions. However, in the interest of clarity, the Board will explore the desirability of such amendments to the By-Laws.

Second Comment: no announcement was made regarding the reason for the Executive Session. President Schindel responded that the oversight was corrected for the record during the Executive Session, adding that no vote was taken during the Executive Session. She also advised that, in the interest of keeping the public unduly waiting for the open portion of the meeting to recommence, the Executive Session had been adjourned until after the conclusion of the public meeting. The second half of the Executive Session would consist of Gerry Kaplan's report on what had transpired over the past ten months regarding Marilyn Tinter.

Upon motion properly made and approved, the Trustees unanimously voted to accept the resignation of former Trustees: Elisabeth Post-Marner, Lena Nurenberg and Chad Ergun.

The Trustees discussed whether former Interim Director Mitch Freedman, who resigned his position without notice on September 30, 2016, should be considered as a candidate for temporary Interim Director pending appointment of a permanent Library Director.

Upon motion made and seconded, the Trustees voted unanimously against contacting him to fill the temporary Interim Library Director position.

The Trustees discussed the staffing situation of the Library noting that as of the date of the meeting, there are five employees. Shauna Porteus resigned effective Oct. 20th to take a fulltime position at a Yonkers library. Ms. Schindel will reach out to her to see if she might reconsider her decision to resign.

The Trustees discussed that Ronnie Travers, the consultant retained by the predecessor Board, had provided staffing recommendations to the then Trustees. Ms. Schindel will attempt to find those recommendations and circulate them to the Trustees.

Upon motion properly made, debated and approved, the Trustees unanimously voted to abandon efforts to change the Library's fiscal year.

The Trustees discussed the problem of lost keys for the front and back doors. The Interim Director chose not to return the keys to the Library after resigning but asked a Library employee to meet him in Bedford to surrender his keys and the

Library credit card, which reportedly had been cut in half. In the transfer, both the keys and the credit card were lost.

The Interim Director has stated that he never had keys to cabinet in the Director's Office that contains sensitive personnel and Library documents.

Upon motion properly made, debated and approved, the Trustees unanimously voted to spend a maximum of \$500 to have a locksmith change cylinders and make new keys and also to resolve all lock problems with cabinets. Ken Turner will assume this task as Vice-President of Buildings and Grounds.

Gerry Kaplan recommended changing the alarm system as well. No motion was made on this recommendation.

The Trustees discussed the apparent looseness of the bill payment process currently in place, including the practice of having the Treasurer go to Katonah Management's office to review and authorize the payment of bills and invoices. There is concern that bills are not sent directly to the Library for initial review. Ms. Schindel is working on templates that will be made available Friday for expenditures to submit to treasurer to authorize payments. Bills have to go through a process. Bills will have to be sent to the Library.

The Trustees discussed the Library's status as a 501(c) (3) organization that can receive tax-deductible contributions. Upon motion properly made and approved, the Trustees unanimously voted to have Carl Weinberg investigate this question and report back to the Board of Trustees.

Discussion of the vacant Director position tabled until Oct. 6th.
Discussion of Alan Ramsay's request to cut back his work schedule to five days tabled until Oct. 6th.

Motion properly made and approved to adjourn the public portion of the meeting at 9:45pm and to resume the second portion of the Executive Session at 9:45pm. The Executive Session was adjourned at 10:20pm. No action was taken during the Executive Session.

The next meeting of the Board of Trustees is scheduled for Thursday, Oct. 6th, 2016 at 7:30pm.