

Pound Ridge Library District
Regular Meeting of the Board of Trustees
Held on October 6, 2016
7:30pm at Library Building

Agenda

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes of October 4, 2016 Meeting
- IV. Adoption of Agenda
- V. Report of Officers
- VI. Unfinished Business and General Orders (matters previously introduced and tabled from the October 4, 2016 Meeting)
- VII. New Business
- VIII. Good of the Order/Public Comment
- IX. Executive Session
- X. Adjournment

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

A quorum of the Board was present throughout the meeting.

President Schindel opened the meeting at 7:35pm.

The Minutes of the meetings of October 4, 2016 were presented by Ms. Schindel for approval.

Motion made by Michele Gage, and seconded, not to approve Minutes of October 4, 2016 so Trustees can read and review and that those minutes be posted on the Library website with the caution they are subject to Board approval as part of a consent agenda. Motion approved unanimously.

Motion made by Pat Dauer and seconded, to amend the Agenda to include a discussion on Fine Tracking. Motion approved unanimously.
Revised Agenda Approved unanimously.

Reports of Officers:

Ken Turner, Vice-President of Buildings and Grounds, reports that he is meeting Friday morning, October 7, 2016, at 9:30am with the security company recommended by Chubby's for the purpose of changing the lock cylinders on the front and back doors of the Library; also to have seven keys made for each of the front and back doors. Mr. Turner says all keys should be stamped with a number and that a registry should be kept identifying to whom each of the keys is assigned. The Locksmith will also solve the lock problems with the office cabinets.

Discussion about who might have set the front door alarm on Tuesday night,

preventing Flower Exhibit people to enter the Library.
Discussion about leaving the parking lot lights on during Board meetings so Trustees can reach their cars safely.

Treasurer's Report:

Discussion about the current budget practices of the Library, what the Library has to pay and how it is paid.

Michele Gage says we need a budget process and that we should address the line items in the budget long before the budget is due.

Gerry Kaplan reports that there are Endowment questions that need to be addressed before December 31st, 2016 and that the Board should address these at its next regular meeting.

Mr. Kaplan says he raised objections to the predecessor Board about Katonah Management signing Library checks but the Board did not go along until May or June of 2016.

Ms. Schindel notes that if all Library bills went to Stephen Brussels at Katonah Management, then the Board was not looking at the bills, which means if something went wrong, they would not be responsible.

Treasurers Kaplan and Gage decide to meet to work out details of a proper budget and bill paying process.

Motion made by Carl Weinberg, seconded, and approved unanimously to table the discussion of the Library's fiscal status pending a report by the Treasurer and the Assistant Treasurer.

President's Report:

President Schindel reports that she has been in touch with Kevin Regan at the Regan Agency in Babylon, New York which holds all of the library insurance policies; that she gave all current Trustees' names to the Regan Agency so they could amend the policy to reflect the new Trustees.

Discussion about D&O policies and Tail coverage with riders to continue coverage of Trustees for three years, which is standard.

Ms. Schindel reports that she has been in touch with the Westchester County Commissioner of Human Resources, Megan Mukerji to discuss procedures about personnel and certifications requested by previous Board which were not responded to.

Discussion about several meetings Ms. Mukerji had in White Plains, New York with former Board President Erin Trostle and former Interim Library Director Mitch Freedman at which Consultant Ronnie Travers was present.

Discussion about why Ms. Travers was still attending these meetings.

Discussion of system of payment for employees. Currently, electronic timesheets are accessed by Katonah Management which draws up paychecks. However, no one was monitoring that.

Motion made by President Schindel and seconded that the co-Treasurers check the journals. Motion approved unanimously.

Motion made by Ms. Schindel and seconded that the Treasurers look into the

system for paying employees and obtain a credit card in the name of the Pound Ridge Library. Motion approved unanimously.

Discussion of Staffing needs. Consensus that arrangements be made to keep Vanessa Harrington on staff and to try to fill out staffing needs with "off the street" short-term workers who would be supervised by Alan Ramsay.

Motion made by Ms. Schindel and seconded that Miriam Schindel and Pat Dauer explore short-term help for the Library staff. Motion approved unanimously.

Discussion about Library's diesel generator and who maintains it. Gerry Kaplan reports that Katonah Management is handling this; that the generator turns on once a week and that there is a contract which calls for one maintenance visit per year.

Discussion of architectural plans for Library parking lot. Gerry Kaplan says the Library Foundation was asked to pay for the parking lot changes but refused until there was a Master Plan. Further, the Library Foundation refused to pay for the Master Plan. Since the Foundation's capital campaign has ended, according to the website, they can possibly direct those funds to pay for the master plan and possibly redirect some for the parking lot.

Motion made by Michele Gage and seconded to hold off on architectural plans for the parking lot. Motion approved unanimously.

Motion by Michele Gage and seconded to open line of communication with the Library Foundation regarding their funds, their annual reports and what they will pay. Motion approved unanimously.

Motion made by Carl Weinberg and seconded to revise prior expenditure for Locksmith to a maximum of \$1,000. Motion approved unanimously.

There was no Public Comment.

Motion made by Miriam Schindel and seconded to end the public portion of the Meeting at 8:49pm and to enter Executive Session to discuss the issue of Marilyn Tinter and the letter received by the Board of Trustees from her attorney Anthony Tersigni. Motion approved unanimously.

Executive Session opens at 8:49pm and ends at 10:13pm.

Open Session begins at 10:13pm.

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

"Resolved, that Mr. Weinberg be designated to follow up on Marilyn Tinter's

Attorney's request for negotiation."

Upon motion made by Ken Turner, and seconded, the Trustees voted unanimously to adjourn the public portion of the meeting at 10:30pm.

The next regular Board meeting is scheduled for November 2, 2016.