

MEETING OF BOARD OF TRUSTEES
POUND RIDGE LIBRARY DISTRICT

LOCATION: Pound Ridge Library

DATE: September 13, 2018

TIME: 7:30 P.M.

7:37 pm

President Schindel called the meeting to Order

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

A Quorum was present throughout the meeting.

B. Schwartz makes motion, seconded by Rich Esman, to approve
Minutes of August 1, 2018. Approved

President's Report:

Auditor's Report and Operations Review from O'Connor-Davies
is in and ready for Board review.

Remarks about rescheduling of September 6, 2018 Meeting to
September 13, due to Town power outage; annual Meeting to be
rescheduled for end of September or early October; issue of paycheck
timing to be sorted out.

Review of October warrants.

P. Dauer makes motion, seconded by K. Turner, to approve
October warrants. Approved.

Ken Turner and Ken Gilman to look into getting competing bids
for landscape care. And to check on safety of pesticides currently
being used.

Report from Interim Director Alan Ramsay re: Harvest Festival:

Discussion: Should library reserve spot in General area or
Children's Area for Oct. 13th festival? Ramsay to come up with ideas
for attracting festival-goers to Library table.

Accountant Michael Lewis reports on status of Annual Return filing.
Done.

Discussion of General Fund: Statement of Revenues, Expenditures
Total revenues for 2017 = \$850, 206. Positive variance of \$44, 979.
Revenue Positive Variance of \$44,979.

Expenditure Positive Variance of \$273,227.

Healthy Fund Balance.

Accountant Lewis to check on Accounts Receivable figure of
\$52, 224 and adjust correctly

Mike Lewis to check Accounts Receivable of \$52,224.

Library ends 2017 with positive variance of \$318, 206.

Analysis of Proposed 2019 Budget:

Review and adjustment of line items.

Miriam to look into Erisa rule for P/T vs. F/T pension
contribution.

P. Dauer makes motion, seconded by K. Turner, to approve \$804,927
budget for 2019. Approved unanimously. (**Proposed Budget
attached**)

Review of Payroll Procedures:

Discussion of adjusting payroll checks to standard of biweekly.
26 checks per year to start Oct.1. Paychex investigating how to
make the change.

B. Schwartz makes motion, seconded by P. Dauer, to adjust payroll
procedure to biweekly pay periods. Approved.

Trustee Election Update:

Michele Gage reports September 25th election procedures and
requirements are in place thanks to excellent work by Jennifer
Coulter.

3 candidates running for Library Board. All 3 were in attendance at
the meeting. (BIOs available on Library website)

No public comments.

10:59pm Public meeting closes.

11pm Executive Session opens for purposes of discussing personnel issues.

Midnight Executive Session ends with no action taken.

12:02am Adjourned.

Next meeting October 2, 2018, 7:30pm

8:30 – 8:45 pm	Review of Payroll Procedures
8:45 – 8:50 pm	Report on Trustees Election – Michele Gage
8:50 – 9:00 pm	Public Comments
9:00 –	Executive Session