

**Pound Ridge Library District Board Meeting  
September 9, 2016**

**Present:** Bob Fischer, Lena Nurenberg, Elisabeth Post-Marner, Erin Regan, Erin Trostle, Mitch Freedman

Agenda adopted.

Public Comment

Member of the public says she supports delaying penalty phase of director's hearing until new board is elected.

Correspondence

Board unanimously approves practice of acknowledging correspondence and informing writer that board meets at most every two weeks and further response may take time for board action.

Board approves Erin Trostle's draft response to Carl Weinberg regarding delaying penalty phase of director's hearing.

Director's Report

Absentee ballots will be available Tuesday. Budget mailer will be going out September 13 or 14.

Mitch circulated statistics regarding circulation and attendance.

Board approves motion to retroactively authorize Kathleen Egan to have temporary full-time status effective February 1.

Board approves motion to reinstate Kathleen Egan as permanent full time clerk effective (March 7, 2016). Note that she began working full-time as of February 11, 2016, but it had not yet been reported to the County Civil Service.

Mitch is now using time clock to record his time in the library.

Mitch is looking to hire Librarian 1 position, asking civil service for resumes of candidates with top 3 scores.

Contingency plan: when Mitch is not in the office the highest classified librarian with the longest tenure at PRLD will be in charge, Mitch will notify staff.

Board approves motion to retroactively authorize Pat Dolce to work as provisional office assistance (Library) as of February 15.

Pat's position is a competitive position, she will get on the civil service list asap.

Mitch will also request the list to fill the position.

Mitch reports the construction grant has been approved for automatic doors to replace front doors. He will do grant amendment because library MIGHT move the doors. Grant invoices must be submitted by June 30, 2017.

Personnel

Personnel Committee reviewed Mitch's evaluations of staff except Alan's - will review as soon as it is completed.

Board is asked to submit evaluations of Mitch asap.

### Election

Board approves spending \$1700 for budget mailer.

Board approves motion to appoint Jon Powers as election chair.

Gerry Kaplan will run first October meeting if Erin Trostle is not reelected.

### Hearing Update

Penalty phase will take place September 15, 16 and 20<sup>th</sup> (if necessary).

### Finance

Erin T will sign checks on September 15 in Gerry's absence.

At Chief Ryan's suggestion, Bob Fischer will reach out to state comptroller regarding credit card issues and safeguards now in place.

Once police report is complete on credit card issue, new board should contact Regan Insurance (631-669-3434 ex. 228) regarding coverage for losses.

### Master Site Plan

Contract with architect has been signed, they will be informed of board transition.

Adjourned.

### **Next Meetings:**

Thursday, September 22, 7:30 p.m. (September 26 if needed)

Thursday, October 6, 7:30 p.m.