

**MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library**

**November 21, 2019
Minutes**

7:33 pm Meeting called to order

Present: L. Sarnoff, A. Silzer, R. Levan, K. Turner, R. Esman, B. Schwartz, L. Fitz, V. Nelson

A quorum was present throughout the meeting.

Motion by President Esman to approve minutes from October meeting, seconded by Ms. Schwartz, approved.

Financials: Michael Lewis, Accountant and Heidi Nardelli, Bookkeeper presented the balance sheet; equity increased year over year based on revenue and vacancies; reviewed P&L statement comparing 10/31/18 to 10/31/19; Ms. Schwartz recognized that the interest income increased - Mr. Lewis explained that with Signature Bank has higher interest rate and we have a higher balance; Mr. Lewis explained that the reason there wasn't an amount entered for Cottage rental was due to timing; Ms. Sarnoff inquired about the reduction in number of bank accounts - Mr. Lewis explained that Signature has increased insurance so we have put more money into one bank; salaries increased due to bi-monthly payroll v. Bi-weekly payroll; technology increase due to website improvements; Ms. Schwartz inquired whether parking lot expenses are in the line item "9111 Major repairs". Mr. Lewis will move items that should be in 9113 for the parking lot project.

Mr. Lewis is in contact with lead auditor; they will begin the audit February 15, 2020 and will be onsite for a few days. Preparing for year end.

Board reviewed warrants for October. Ms. Schwartz made a motion to approve the warrants of \$36,699.41 and Ms. Nelson seconded, the Board approved.

Ken Gilman, property manager, provided the following update: culvert is filled, electrician coming to fix various items throughout library; cottage needs some work outside which will be done in spring, gathering estimates; proposal from D's Landscaping.

President Esman provided an update on Foundation: they are looking forward to working with us; we will need to present a formal request for parking lot project.

President Esman provided an update on the Parking Lot project: consolidate all vendors into one invoice; survey has been completed; releasing plans to Beeler and to us when final payment is made; early spring for groundbreaking. The Library and the property are owned by the Library, not the Town.

Update on Committees:

- Long Range Planning - need to meet as a committee early next month. Will include discussion around the idea of moving library to business district. Mr. Esman spoke with Supervisor Hansan. Will ask Mr. Hansan to come in next month to discuss.

- Office of Emergency Management (OEM) - we are an official warming center; looking for more trustees to help open library in case of emergency (electric, terrorist attack, etc.); asking if trustees can be contact person for OEM purposes.
- Social Media - started Instagram for advertising with 247 followers
- Discussion on bringing in author series and other programming ideas.

Senior/Children's Librarian A. Ramsay presented on upcoming programming activities: Children's Program - Practice SAT this Saturday (registration is full); begun planning for 2020; booked poetry series; booked young artist series; booked programs for February vacation; babysitting night January 31st; booked Valentine's Day party.

J. Coulter presented on Back Office Issues - window is drafty and they don't make that window anymore; after reviewing the proposal, Ms. Schwartz made a motion to spend \$1000 for inserts; Mr. Turner seconded, and the Board approved.

Insurance recommends utilizing a release for activities when children are dropped off at the library - legal committee to review and make suggestion. United Way would like the library to be a collection point for gently used books for children 0-5 that they will give to underprivileged children the Board agreed.

Next meeting is scheduled for December 19th at 7:30 p.m.

Public comments: question regarding whether the parking lot work is in conflict with the idea to move library to Westchester Avenue. President Esman explained that it is not in conflict, as we need to make these improvements now and if we were to consider moving the library it would probably take many years. Therefore, we are inviting Supervisor Hansan to attend next month's meeting to talk about improvements to the downtown area and the concerns with water and other issues in Scotts Corners. Neighbors inquired whether the plans were finalized. President Esman shared that there are changes that are being made and that the plans would be brought to the planning board before finalization. Neighbors requested notification when plans are ready, the Board agreed.

Public session closed at 8:55 p.m.

Executive session started at 8:58 p.m.
Executive session ended at 9:46 p.m.

Open session reopened at 9:46 p.m.

Adult and Children programming committee - Ms. Silzer and Ms. Sarnoff will work on the programming committee as it relates to children's programming and will work with A. Ramsay. Mr. Levan will also join the programming committee and will work on adult programming. A question was raised related to artwork in the library, which was added to the programming committee.

Meeting adjourned at 9:56 p.m.