

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
June 18, 2020

Minutes

A virtual meeting was called to order at 7:35 pm

Present: R. Esman, K. Turner, V. Nelson, B. Schwartz, K. Parker, L. Sarnoff, L. Fitz (arrived at 8:05 pm)

Absent: R. Levan

A quorum was present throughout the meeting.

Ms. Schwartz made a motion to approve the minutes of the May 14, 2020 Board Meeting; seconded by Ms. Nelson; approved.

Mr. Esman discussed our current insurance carrier and his research related to other insurance companies. Mr. Esman and Mr. Levan discussed our policies with the Signature Insurance Company. Mr. Turner made a motion that we change broker of record from the Regan Agency to Signature B&B Insurance; Ms. Sarnoff seconded. Ms. Schwartz abstained. Approved.

Mr. Esman discussed an update on the driveway. He spoke with Mr. Beeler and discussed the cost of the driveway. A discussion was had related to reducing number of spaces and materials, including lighting to reduce the costs. We are committed to making sure our neighbors are supportive and that we meet code requirements.

Financials update provided by our accountant, Mr. Michael Lewis. Mr. Lewis reported on the balance sheet; P&L and budget v. actual.

Budget planning will start after we have total numbers as of June 30, 2020 and using that information, will plan for remainder of 2020 and 2021. Mr. Lewis will send to the Board members a preliminary budget in early July.

Received update from Ken Gilman, property Manager, who continues to walk through the grounds weekly. Bradsell painters have completed the painting of the cottage. The pothole has been filled. Recommends that we get a sign on Westchester Avenue notifying that a library is coming up. Mr. Gilman will discuss with Chief Ryan.

The Board reviewed the warrants. Ms. Schwartz made a motion that the Board approve payment of warrants in the amount of \$39,813.22. Mr. Esman seconded, and the motion was approved. Ms. Nelson made a motion to move \$50,000 to the checking account to cover the warrants, Mr. Turner seconded, and the motion was approved.

Ms. Coulter reached out to all vendors and did not hear from many of the vendors and many were not interested in moving to ACH payments for vendors. Ms. Schwartz made a motion to pay Baker and Taylor electronically, Mr. Turner seconded, and the motion was approved.

Board elections are scheduled for September and should be the third or fourth Tuesday of the month. Mr. Turner made a motion to hold the elections on September 22, 2020, seconded by Mr. Esman, and the motion was approved.

The Board had a discussion regarding summer hours. Mr. Esman made motion to keep library open to 3pm on Saturday; Mr. Turner seconded, and the motion was approved. This new time will start in July. The board had a discussion around opening the library on Mondays. Ms. Nelson made a motion to open library on Mondays starting in September, seconded by Mr. Esman and approved.

Committees:

Re-Opening Library: We held 2 weeks of curbside pickup with one staff member in the library. We then moved to lobby open from 10 am – 6 pm five days a week. We are the only library open in Westchester. We require patrons to wear masks and request that they wear gloves. Procedures were drafted and issued to employees including use of PPE, sneeze guards at desks and quarantining books for 5 days. Our drop boxes are open as well. No contact is had with patrons, they utilize a self check-out model.

Programming – Ms. Tinter had inquired whether a NYU program could be offered or if there were any copyright issues with the program. Mr. Levan had researched and found that the program did not infringe on copyright laws. Programs are well attended. Adult programs are heavily attended, less so for children and teens.

Back office issues – Looking at screens for windows and doors to be able to leave open our doors and windows. Ms. Coulter shared information from Niche Academy that has video tutorials for our patrons. The cost is \$1,100 per year. Ms. Schwartz made a motion to use Niche Academy, seconded by Mr. Turner and approved.

Finance Committee – Mr. Turner shared that we are not charged fees on our Key Bank account due to the deposit we have of \$50,000 but we are only receiving .01 % on that account. Mr. Turner would like to move the deposit to Signature, but then we'd get charges for fees on the checking account. Let's find out what the minimum is to keep in a checking account to alleviate fees.

Public Comments: Michael Pierce thanked the staff for all they are doing. Evelyn Carmichael asked if we could get a tree guy and landscaper look at the common driveway to remove limbs and mow where needed. The Board will take the request under consideration.

Next Meeting scheduled for July 16, 2020 at 7:30 pm

Public session closed at 9:21 pm
Executive session began at 9:23pm

Executive session closed at 10:16 pm

Public session opened at 10:16 pm

Session closed at 10:17 pm

