

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
August 20, 2020

Minutes

Meeting called to order at 7:35 pm

Present: R. Esman, K. Turner, V. Nelson, B. Schwartz, K. Parker, L. Sarnoff

Absent: L. Fitz, R. Levan

A quorum was present throughout the meeting.

Mr. Esman made a motion to approve the minutes from the July 16, 2020 meeting, approved. The Board reviewed the action items from the July Board meeting.

Financials: Mike Lewis provided an update on the financials. Mr. Lewis gave an overview of the balance sheet comparison, budget to actual and P&L. The Board reviewed the warrants. Ms. Schwartz made a motion to approve payments of warrants in the amount of \$26,287.06. Mr. Turner seconded and the motion was approved. Ms. Schwartz made a motion to transfer \$25,000 from our money market account to checking account, Mr. Turner seconded, approved.

Mike Lewis provided an updated 2021 budget for the Board based on the discussion at the July meeting. Ms. Nelson made a motion to approve the proposed 2021 budget of \$804,927, seconded by Mr. Turner, approved. This year the budget process began in May and the Board discussed ensuring that we begin this process in May of each year.

Ms. Coulter gave an update on elections. We received one nominating petition from Richard Esman, there were no other nominations received. Ms. Coulter will place another announcement to vote in The Record Review and is making up ballots.

The Board discussed a previous decision to open the library on Mondays starting September 13th. We have had a change in staffing since that Board action. Ms. Coulter is looking for someone to work on Saturday only. The Board agreed to hold off opening the library on Mondays.

Discussed posting a color ad, as discussed at the last Board meeting. Will update to take off the Monday opening. The Board agreed to put in paper after Labor Day. Ms. Schwartz to update the ad.

Mr. Esman and Ms. Schwartz provided an update on the parking lot upgrade. Mr. Beeler sent the CAD file to Mr. Esman. We did not receive the physical drawings, Ms. Schwartz to follow up and request drawings. Mr. Esman to follow up with the Library Foundation to attend our next Board meeting.

Ken Gilman, Property Manager provided an update that the Department of Transportation will put in a sign on Westchester Avenue indicating the library entrance. Checked the generator

after the storm, it will be fueled up. Branch came down and it was removed. Fixed the fence in front of the library. Sprayed outside for mildew. Discussed whether the library needs to be painted.

Ms. Coulter gave an update on back office issues - we will keep library hours 10 - 6 Tuesday - Friday and 10 - 5 on Saturday after Labor Day. We have had additional patrons using Wi-Fi since the storm. We opened a restroom for patron use and have placed several chairs out. Set up a tent over the table and chairs outside, but it didn't survive a rainstorm. Mr. Turner will look at tents and umbrellas. Ms. Schwartz made a motion to spend up to \$500 for an umbrella for the front of the library, Ms. Nelson seconded, approved.

Ms. Coulter looked at purchasing a laptop for staff led zoom programs and to use for Niche Academy. Ms. Schwartz made a motion to spend up to \$800 on a laptop, Ms. Nelson seconded, approved. Ms. Schwartz to follow up with the Town to determine how the Town House had Wi-Fi during the storm. Ms. Coulter will call Dish to find out if there are options to ensure Wi-Fi/internet during storms.

Update from all committees:

- Programming: Ms. Sarnoff discussed a culture series that was previously recommended and will review it over Zoom.

Next meeting scheduled for Thursday, September 17, 2020 at 7:30 pm

Opened up for public comments - Ms. Carmichael shared that her house is still without internet/phone/tv. There are branches dangling along the driveway. Mr. Turner to follow up. Would like to invite the Board to come down the driveway to see access. Ms. Coulter will ask the tree trimmer to stop by as he's coming to the library tomorrow.

Public session closed at 8:58: pm

Executive session began at 9:13 pm

Executive session closed at 9:37 pm

Public session opened at 9:37 pm

Meeting adjourned at 9:38 pm