

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: Pound Ridge Library
September 17, 2020

Minutes

Meeting called to order at 7:35 pm

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

A quorum was present throughout the meeting.

Mr. Esman made a motion to approve the minutes from the August 20, 2020 meeting, approved.

Reviewed Action items from the August Board meeting throughout the Board meeting.

Ken Gilman, Property Manager provided an update. A few branches had to be removed, a light has to be fixed. Will start fall work shortly.

Meeting was adjourned at 7:55 pm due to technical issues as the zoom meeting was hacked. Meeting reconvened at 8:03 pm on a private zoom with no public in attendance.

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 \$20,782.59. Mr. Turner seconded and the motion was approved. Ms. Nelson made a motion to move \$50,000 to the operating account, Ms. Schwartz seconded, approved.

Role of library in COVID-19 environment: The Board discussed all that was accomplished during the pandemic. We were the first library to open in Westchester. There are libraries that are still closed or just conducting curbside pick-up. The Board discussed story time in person at the Town Park. Discussed the use of our new meeting space. We will keep track of meeting time/date and names for contact tracing. Ms. Schwartz made a motion to open the new meeting space with a limit of 10 people, open to Pound Ridge residents and all attendees must wear masks and stay socially distant, Mr. Turner seconded, approved. Discussed utilizing the library meeting space with artwork for viewing. Ms. Nelson made a motion to utilize the Shatner room for art exhibits again, with each exhibit having a 6 week stay, only 10 people in room at time wearing masks, Ms. Schwartz seconded, approved.

Staffing Assessment and suggestions: Discussed allowing patrons to use computers again with covers on the keyboards. Discussed potential need for part time help on the circulation desk. Staff feels things are running smoothly right now.

Review of vendors and bid for services: Ms. Schwartz made a motion to form a new committee "Vendor Review Committee" to review our vendors and ensure we are bidding out services,

seconded by Mr. Levan. Ms. Schwartz volunteered to chair the committee and Mr. Turner will sit on the committee.

Each committee chair is to send a paragraph describing their committee to Jennifer Coulter by October 13th to discuss at the October meeting.

The Board had a discussion related to our relationship with PRES. Mr. Ramsay had discussed with the PRES coming and talking to the children about the library. At this time, PRES is not allowing visitors as the teachers are overwhelmed with the new protocols.

Update from all committees:

- Programming: There are some new programs that the staff is trying out. Adult programming is very strong via zoom. Ms. Sarnoff is coordinating a culture series for the end of year into next year. The plan will include a presenter for 20 minutes with Q&A from a different art medium. Discussed publicity and taking out an ad in The Record Review.
- Ms. Schwartz provided an update on the parking lot upgrade. Ms. Schwartz received the CAD and drawings and had various conversations related to where we stand. She inquired whether there were any monies due the Library since we put items on hold. Mr. Beeler sent a check for \$1,000.00.

Ms. Coulter gave an update on back office issues and elections. The election processes are moving forward. Inspectors are confirmed, room is cleared out for elections, absentee ballots are available. Had a phone call with FieldGoods and they are starting their program again and wanted to know if we are interested in participating. Ms. Coulter will get bids for filling the bare patches on the front lawn. Ms. Coulter inquired about Dish service. Ms. Schwartz inquired from the Town regarding internet service. Ms. Coulter will get costs and bring to the next meeting.

Next meeting scheduled for Tuesday, October 20, 2020 at 7:30 pm

Due to the first dial in being hacked, there was no public in attendance at the meeting.

Public session closed at 9:56: pm

Executive session began at 10:01 pm

Executive session closed at 10:49 pm