

**MEETING OF BOARD OF TRUSTEES  
Pound Ridge Library District  
Location: Pound Ridge Library  
Via: Zoom  
November 19, 2020 7:30PM**

**Minutes**

Meeting called to order at 7:37 pm

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

A quorum was present throughout the meeting

President Esman opening remarks

President Esman made a motion to approve the minutes from the October 20, 2020 meeting, all approved.

Nomination of Kristine Parker as Secretary of PRLB by B. Schwartz, second K. Turner, all approved.

Facilities Update: Ken Gilman, Property Manager provided the following update: Proposal from Marshall oil to install thermostats throughout the library. The thermostats can be programmed. Ken will inform and work with J. Coulter to establish actual programming proposal. Will lock and key thermostats. Ken spoke to DOT October 29, 2020, regarding library road signs. The DOT has agreed to place library signs on the roadway. The sign panels need to be ordered which is causing delay in installation

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. K. Turner made a motion to approve payments of warrants in the amount of \$25,301.63. B. Schwartz second and the motion, all approved. Ms. Schwartz made a motion to transfer \$25,000 from our Signature money market account to Signature checking account, K. Turner second, all approved.

Committee Updates:

- Programming: L. Sarnoff discussed Culture Quest. PRLB has had two speakers for Culture Quest, it is a well-attended series. Ongoing plans for the series.
- Capital Improvements Exterior: B. Schwartz:
  - Exterior painting proposals presented, going to discuss with Ken Gilman
  - Exterior sprinkler proposals K. Turner going to discuss with Ken Gilman

- Driveway: Committee received plans, hard copies at the Library available for review.
- Capital Improvements Interior: A. Benefico
  - Lothrop Associates proposal for Pre-Design phase
  - Community outreach to determine public interest
  - A. Benefico to request a flat fee for initial phase

Back Office issues: Jennifer Coulter

- Update of confidentiality policy, proposal – do not give out patron email addresses to non-library staff or vendors.
- Authorize PR Police task force use of Schaffner Room, Wednesdays 6-9 pm, group 10 ppl

Received Construction Aid Grant for doors, windows and septic projects completed.

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

Opened up for public comments:

Evelyn Carmichael – excited by the improvements

Public session closed at 9:34 pm

Executive session began at 9:37 pm

Executive session closed at 10:33 pm

Meeting adjourned at 10:33 pm