

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: Pound Ridge Library**  
**July 15, 2021**

**7:00 PM** Site Walk for the Driveway/Parking Lot Expansion Project.

Present were Ray Beeler from Gallin Beeler Design Studio, Board Members, and 2 neighbors: Ms. Carmichael and Mr. Pierce. This was a follow-up (requested by Mr. Pierce) to the previous site walk on May 11, 2021 and the Public Hearing held on June 24, 2021.

**Minutes**

**Board Meeting:** called to order at 7:34 pm by President Esman.

**Welcome Remarks:**

President Esman announced that Ms. Benefico would be taking minutes in Ms. Parker's absence. He thanked the library staff and board members for their hard work, dedication and serving the community.

(Please note that since the open meeting law now permits in-person attendance, tonight's meeting was held in the Schaffner Room with the Board, the Staff and the Public.)

Present: R. Esman, B. Schwartz, R. Levan, L. Fitz, L. Sarnoff, K. Turner, A. Benefico

Absent: K. Parker, V. Nelson

A quorum was present throughout the meeting.

A motion to approve the minutes from the previous meeting of June 24, 2021 was presented by K. Turner; seconded by B. Schwartz; approved.

The next meeting is scheduled for August 17, 2021 at 7:30 pm at the Library.

**Facilities Update by Ken Gilman.** The following work has been completed since the previous meeting: fireproof caulking in the basement as had been requested by the fire inspector; potholes filled in the back driveway leading to the neighbors' homes; hose bib turned on for tenant at cottage; piano tuned; outdoor children's tent weighted down and secured by sandbags; issues in bathroom resolved; hornet's nest removed by front entrance way.

Ken also mentioned the irrigation system is working well and library windows are scheduled to be washed.

**Financials: presented by Michael Lewis via Telephone, and Heidi Nardelli**

Each trustee and attendee had a copy of the Finance Report as well as it being presented on the screen.

Key points:

- Balance Sheet Comparison June 30, 2021 vs. June 30, 2020 - Total Equity: \$1,445,901 vs \$1,182,584. Total Assets: \$1,837,846 ending June 30, 2021, vs. \$1,574, 529 in June 2020. Healthy cash balance, according to Mr. Lewis.
- Profit and Loss Comparison: Income is in line at \$67,173 compared to \$67,667 in June 2020. Under Expenses, Mr. Lewis noted that more books were purchased in June 2020. Office GA went up because of #7165 Professional Consultants (payment to Lothrop Associates in the amount of \$5,750). Also noted that under Property and Grounds, there were no expenses in June 2021 for #9112 Cottage Maintenance whereas a year ago, there was \$10,051. Salaries and benefits are in line. Technology is in line. A question was raised by Ms. Coulter regarding

Utilities, and why there was no \$600 charge for electricity since the library just signed up for a monthly payment plan with NYSEG. Ms. Nardelli responded that that expense will be captured next month, starting July 2021.

- Budget vs. Actuals: Question raised by Ms. Schwartz regarding 6940 Cottage Rental, in the amount of \$2200. It was explained by H. Nardelli and M. Lewis that if we are still billing the tenants, then the revenue of \$2200 has to be recognized as income, even if the amount is not collected. Mr. Levan added that the tenants' lease has ended; they are "holdover" tenants, and they are paying rent not pursuant to a lease agreement.
- Budget vs Actuals: Question raised by Ms. Schwartz regarding Property and Grounds and the Lothrop Associates Invoice. It was decided to move the 2 Lothrop Associates' invoices (one from previous month) from 7165 Professional Consultants to 9111 Major Repairs and Improvements.
- Mr. Lewis concluded with the cash position is solvent and the library is operating efficiently.

**Warrants:** the warrants were reviewed by the Board and according to H. Nardelli, the total increased to \$31,180.78 from \$28,670.05 due to bills from Chubby's Hardware and Empire Blue Cross Blue Shield. Ms. Nardelli shared that we need to transfer \$60,000 to pay for the warrants. Ms. Schwartz made a motion to transfer \$60,000 from the Signature Money Market account to Signature Checking Account; Ms. Fitz seconded, approved.

## **BUDGET 2022**

All in attendance had a copy of the budget in small and large print (thanks Jennifer) and A. Ramsay also projected the budget on the large screen. Members of the board, M. Lewis, H. Nardelli, and J. Coulter participated in a one hour detailed, informative and collaborative discussion about the 2022 budget. M. Lewis mentioned that the budget went up 8% over what he called the last "normal" year 2019.

First on the agenda was addressing Ms. Schwartz' questions which had been previously shared in an email. Ms. Schwartz suggested moving allotted funds from 8020 Adult Books and 8010 DVD's to put into 8240 Adult Programs. This led to in-depth discussion about moving funds from some categories into others, including for example, less for Teen Programs and more into Adult Programs because adult programs are more popular. Other categories where the Board felt less money was needed included: Young Adult Books and CD's, Museum Passes, Professional - Other, Staff Development, Medical Premium, Telephone. In addition to Adult Programs, other categories to increase funds included: Legal Fees, Technology, Property and Grounds. As part of Property and Grounds, we added a new category 9114 Interior Renovation (cannot allocate funds for that as of yet, but is it added). Also brought up by President Esman, was \$10,000 allotted for 9115 Maintenance- Generator, Oil Burner, HVAC. R. Esman asked if we would be eligible for a Grant since the Library is a designated warming center; this will be looked into.

President Esman requested that a new adjusted 2022 proposed budget be drawn up by M. Lewis and H. Nardelli, and once the trustees receive the preliminary draft, kindly review very carefully, make notes and comments as we will vote on it at next Board Meeting. Also brought up was that our budget is not increasing so a budget mailer to residents is not needed this year.

## **Elections – J. Coulter**

- Announcements for Trustee vacancies – begin to advertise in Record Review, Website, Social Media
- Election set for Tuesday September 21, 2021; 2:00 PM to 8:00 PM

## **Committee Updates:**

Capital Improvement - Interior: Ms. Benefico thanked J. Coulter for her hard work in designing the questionnaire, working with the printer; working with the Post Office. Questionnaire was finished earlier than expected and actually was mailed out earlier in the day. Questionnaire can

also be found on Library Website, as well as the form to participate in the Community Focus Group. A. Benefico noted the nicely placed signage at entrance to library requesting input from patrons. Approx. 20 responses have been received already from questionnaires distributed at Pound Ridge Proud Day. So far, responses seem to be coming in from the 60 and older age group.

***Date for Focus Group*** will be Thursday September 23, 2021 6-7PM. We will be offering food, beverages and babysitting! Announcements will be made in Record Review and on-line. Board Meeting will follow on same date. Ms. Benefico will notify Lothrop Associates.

*Programming:* Lisa Fitz.

- Ms. Fitz made note of newly set up outdoor space with tent for children's story time. Chairs were purchased for outdoors: 6 adult; 6 children. Also suggested was purchasing seat cushions for children to sit on the hill for future magic shows.
- Ms. Fitz also suggested enclosing the air conditioning units with white lattice. We will get a price.
- Ms. Fitz mentioned it was an interesting month as the library transitions from Zoom to in person. Ms. Tinter and Mr. Ramsay were asked to reach out to the instructors to poll their audiences and see if they wanted to continue on Zoom or move to in-person and the answer was overwhelmingly remain on Zoom.
- Garden Club will resume using the library for their meetings.
- Pete Malinverni has offered to be our musical curator. R. Esman noted that Pete has a distinguished recognition as a Steinway Artist.

#### **BACK OFFICE – Jennifer Coulter**

Recommendations by J. Coulter:

- The Board agreed to enter into a partnership with Climate Smart Communities to achieve Green Business Initiatives.
- Bottle-less, hands-free water cooler system from WB Mason. We provide the cups. Water is filtered. Motion made by Ms. Schwartz to purchase this service; seconded by L. Fitz; approved.
- Food Scrap Composting through Curbside Compost. Discussed problems with this including leaving out overnight for pick-up and animals getting into it. J. Coulter will look into whether we are tied into a long contract or can cancel at any time. B. Schwartz made a motion to try composting under condition of being able to cancel it. A. Benefico seconded it; approved.
- Recycling Bins – 1 triple size for library entranceway; 5-7 small bins for each workstation. Ms. Schwartz made the motion to approve purchase of bins, seconded by Mr. Turner; approved.
- Art Shows – are we ready for artists to resume displaying their work? Yes from the Board.
- Adding Juneteeth to the list of holidays observed by the library. Yes from the Board.
- Logitech Webcam. Ms. Coulter explained the product and the advantages. Ms. Schwartz made a motion to purchase, seconded by Mr. Levan, approved.
- Personnel Policy Update – Board agreed to table the probationary period

9:44 PM President Esman announced conclusion of the agenda and now opened up for public remarks. He asked Ms. Tinter and Mr. Ramsay and they had no comments.

9:44 PM Meeting Closed

Executive Session opened at 9:51 PM

Executive Session closed at 10:13 PM