

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
October 17, 2022

Present: Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Jennifer Savage, Bonnie Schwartz, Selena Shen, Maryellen Walsh, Jenna Wise

The meeting was called to order at 7:33 pm. A quorum was present throughout the meeting.

The next Board meeting will take place on Thursday, November 17th at 7:30pm at the Library.

Ms. Schwartz opened the meeting and welcomed new Trustees John Cristiano, Jennifer Savage, Maryellen Walsh and Jenna Wise. Ms. Schwartz requested Board approval of the September 19, 2022 Board meeting minutes. Motion was made by Ms. Nelson to approve the minutes, seconded by Mr. Clark. Motion passed unanimously.

Building and Grounds: Facilities manager Ken Gilman provided an update: The water issue in the cottage was resolved. The drainage issue was temporarily resolved by snaking of the drains, but will require a more permanent solution by replacing underground pipes that connect to the septic tank. Mr. Gilman will seek three competitive bids for this work and report back at the next Board meeting. The branches overhanging the neighbors' driveways have been taken care of.

Election of Officers: Ms. Schwartz called for an election of officers for the positions of President, Vice President, Treasurer and Secretary. Ballots were turned in to the Library Director and results were announced later in the meeting.

Parking lot project: Pietro Catizone from Catizone Engineering joined the Board meeting virtually and summarized the three bids that were submitted for the parking lot lighting and repaving project, including the installation of two electric vehicle charging stations. He recommended South Salem-based Lawrence Construction Company. Ms. Schwartz also recommended Lawrence. Mr. Clark made a motion to use Lawrence Construction, seconded by Ms. Benefico. The motion passed unanimously. A motion was made by Ms. Savage to spend up to \$280,000 for the project, seconded by Ms. Shen. Motion passed unanimously.

Financials: Ms. Schwartz, presented the financial reports for September 2022 and an overview of the Library's financial position. Ms. Nelson made a motion to approve the warrants in the amount of \$37,210.99. Mr. Clark seconded. Motion passed unanimously. Ms. Benefico made a motion to transfer \$65,000 from the Signature money market account to the Signature operating account. Ms. Nelson seconded. Motion passed unanimously. Ken Turner, former Treasurer will make the transfers until the new Treasurer can be added as an authorized signer.

Committees: Ms. Schwartz called upon Board members to serve on committees for the coming year. Mr. Clark will join the Parking Lot committee. Ms. Walsh will join the Interior Committee. A more extensive review of the committees will be undertaken at the November meeting.

Interior Committee: Ms. Benefico reviewed the history of the Interior Refresh project for the benefit of the new Trustees and reviewed the interior project timeline. The project will begin on Monday, October 24th. The Schaffner Room and Children's Room will remain open throughout the project but the rest of the library will be closed to the public. Books will be packed into containers and moved offsite. Patrons will be able to order materials through inter-library loan and pick them up at Pound Ridge Library. A temporary circulation desk will be set up in the kitchen. Programs will continue as scheduled. The Library will be open regular hours. The Schaffner Room makeover will be complete with the installation of a new audio system and motorized window shades, which are both scheduled to take place in November. Ms. Benefico presented the choices for Schaffner Room chairs. Expense of \$3,600 was previously approved. The decision was made and 60 chairs and two dollies will be ordered. 20 of the current chairs will be kept in storage and the rest will be given to the Recreation Department.

Cottage update: Bilco doors have been installed. This seems to have solved the basement leaking issue. A basement window will be replaced. Basement lighting was updated, expense of \$1,250 approved by Ms. Coulter.

Director's report: Ms. Coulter provided updates: The Board considered an Indigenous Land Acknowledgement. Mr. Clark and Ms. Savage will work with Ms. Coulter to come up the wording and presentation format and report back to the Board. The Board reviewed bids for temporary storage of books during the Interior project. Creative Library Concepts will box up the books and move them into storage containers. The containers will be moved off-site during the project, and CLC will unload the containers and put books back up on the shelves at the end of the project. Ms. Nelson made a motion to use PODS at a cost of up to \$2,500, seconded by Ms. Benefico. Motion passed unanimously. The Board approved removal of six radiators from the Reading Room and build shelves in their place. Ms. Nelson made a motion to remove the radiators at a cost of \$2,300, seconded by Ms. Schwartz. Motion passed unanimously. Ms. Coulter will gather bids for the cost of building the shelves and will report back to the Board. Mr. Clark made a motion to approve the purchase of book supports at a cost of up to \$2,500, seconded by Ms. Benefico. Motion passed unanimously. Window replacement in cottage for \$1,150 will be performed by M.A.K. Construction, expense approved by Ms. Coulter. Bids for digitization of library records were presented. Motion made by Ms. Shen to contract with Base Technologies at a cost of up to \$31,000, seconded by Mr. Clark. Motion passed unanimously. Upcoming events include the Health & Wellness Fair on October 22nd, the Pound Ridge Library Volunteer Fair on October 29th, and the Halloween Walk on Monday, October 31st in Scotts Corner. Trustees are encouraged to attend all. The Library's Storytelling Event has been moved to the spring as a 'grand re-opening' event to highlight the Interior makeover. The Pound Ridge Library Foundation Cocktail Party and Authors Visit Day events have been moved to the spring. The Board will consider the purchase of promotional materials to commemorate the 70th anniversary of the Library and/or an event at the November meeting.

Election of officers: Ms. Schwartz announced the results: Ms. Benefico will serve as Secretary, Mr. Clark will serve as Treasurer, Ms. Nelson will serve as Vice President, Ms. Schwartz will serve as President. All terms are for one year.

Public remarks: none

Public session adjourned 9:30 pm.

Executive session began at 9:35 pm.

Executive session ended at 10:00 pm.