

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

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

The meeting was called to order at 7:30 pm by President Schwartz. A quorum was present throughout the meeting.

A motion was made to approve the minutes from the regular monthly meeting of October 17 by Ms. Nelson. Ms. Benefico seconded; all approve. A motion was made by Ms. Benefico to approve the minutes from the Special Meeting of Nov 8; Ms. Nelson seconded; all approve.

The next Board meeting will take place on Thursday, December 15<sup>th</sup> at 7:30 pm at the Library. All are invited to gather early at 6:30 pm to enjoy some holiday cheer!

**Facilities Update:** Ken Gilman presented three proposals to replace the drain pipe in the septic system of the cottage. Mr. Gilman explained that the waste line pipe comes out of cottage and goes under stone patio, so digging and relacing flagstone will also be required. Based on Mr. Gilman's recommendation, North Lots proposal was selected. Mr. Clark made a motion to approve \$2,150.00 from North Lots; seconded by Ms. Nelson. All in favor. Since this project will affect the existing stone patio, we will request an updated estimate from the library's landscape contractor, Luppino, for patio repair, as this is only partially included in North Lots proposal, and Luppino might have to assist in lifting and resetting the flagstones.

Mr. Gilman will also check the timers on the parking lot lights to make sure they are in sync with the end of daylight savings.

**Financials:** Mike Lewis welcomed the new trustees; he introduced himself and gave a short bio. He explained that every month he goes over the Balance Report Comparative, the P&L Comparative and the Budget vs Actual Comparative. All the Trustees are given the financial report prior to the meeting via email and again on the night of meeting. Mr. Lewis then presented an overview of the Library's financial position, including \$2.2 million in total assets. Mr. Lewis also pointed out that the library had a net income loss in equity investments of \$246,109, which is because of current market. Office G&A, Library Services are all in line with no significant changes. However significant changes are evident in Property and Grounds, under 9114 Interior renovations and 9112 Cottage Maintenance.

Mr. Clark, Treasurer, questioned why the Library had 2 Signature Monogram Money Market Accounts. Ms. Schwartz make a motion to close out Account #2172 (\$215,933) and merge with Account #2164 (\$1,224,278). Ms. Benefico seconded. All in favor.

A brief discussion took place about the Wood Memorial Fund (which is part of the Schwab accounts) as Ms. Schwartz found some documentation regarding the original endowment, which states that interest from the funds are to be used specifically for the Wood Wing and landscaping surrounding the wing, and \$200,000 should never be touched.

Trustees were asked if they reviewed warrants and had any questions. Ms. Nelson made a motion to approve \$116,714.72 in warrants. Mr. Cristiano seconded. All in favor.

Ms. Schwartz made a motion to transfer \$175,000 from the Signature Money Market Account to the Signature Checking Account. Mr. Cristiano seconded. All in favor.

**Trustee Committee Assignments:** Ms. Schwartz made an introduction about the various committees, and both she and Ms. Nelson explained what is involved with each committee, and what categories fall under each committee. The committee structure is twofold – Standing and Ad Hoc. We need to staff 6 standing committees, 4 ad hoc committees, as well as one task force.

The committee assignments can be found on the Library Webpage; click-on “ABOUT” and scroll down to “Board of Trustees.” See below

Committee Name	Type	Chair	
Finance	Standing	John Cristiano	Bonnie Schwartz, Michael Clark
Governance	Standing	Michael Clark	Anne Benefico
Public Relations	Standing	Jenna Wise	Selena Shen, Jennifer Savage, Jennifer Coulter
Program Development	Standing	Selena Shen	Michael Clark, Jennifer Savage, Alan Ramsay, Marilyn Tinter
Human Resources/Legal	Standing	Valerie Nelson	Anne Benefico, Maryellen Walsh
Long Range Planning	Standing	John Cristiano	Michael Clark, Maryellen Walsh, Jennifer Coulter
Interior Refresh	Ad Hoc	Anne Benefico	Valerie Nelson, Maryellen Walsh, Jennifer Coulter
Parking Improvement	Ad Hoc	Bonnie Schwartz	Anne Benefico, Michael Clark
OEM Warming Site	Ad Hoc	Bonnie Schwartz	Alan Ramsay
Technology	Ad Hoc	Michael Clark	John Cristiano, Selena Shen
Vendor Contract Review	Task Force	B. Schwartz	Jennifer Coulter

Additional notes: Regarding Public Relations, it was determined that Social Media would fall into that category and Jenna Wise, the new chair, would introduce herself to Dana Ciotola, the library’s social media consultant. Also “Technology” was explained as meaning the day to day technology infrastructure within our library – ie: electric; printers; wiring; heating. Under Vendor Contracts, Marshall Oil and Luppino Landscaping will remain. It was agreed that Ms. Schwartz, as President of the Board, should be the liaison with the Library Foundation.

**Committee Updates:**

**Parking Lot Project:** Ms. Schwartz reported that the lights for the driveway/parking lot are on back order, as there are many delays in construction material supply chain. Lawrence Construction will be reaching out to Jim Perry, Pound Ridge Building Inspector, to extend the permit we have for the lighting – since it will be expiring.

**Interior Committee:** Ms. Benefico reported that flooring/carpeting/painting, as well as installation of molding is almost done. The major component of the renovation which is new shelving and furniture is scheduled for delivery on Monday November 21. Ms. Coulter, Library Director, will meet the trucks and crew on Monday morning. Installation should take 3 weeks. Radiator covers in The Reading Room have been removed and we received one bid to fill the 7 gaps where the radiators once were with shelving. We are waiting on two additional bids. By building shelves in the space vacated by the old radiators, we can add shelving for approximately 400 books. Ms. Benefico made a motion to approve up to \$4600.00 for building of new shelves; Ms Schwartz seconded. All is favor.

4 other defunct radiators/ covers are being removed from front lobby area and library office. Other items to consider: wall hangings for Schaffner hallway; new step stools; where to hang yellow quilt; purchasing new lecterns; modernization of commemorative plaques. Bedford Painting will re-paint door trim, and banisters with semi-gloss paint, which makes it easier to wipe down and clean on areas that tend to get dirty.

The chairs for the Schaffner Room have arrived and Ms. Coulter prepared an application to the Library Foundation for the new seating in the amount of \$3,955.64.

**Director's Report:** Ms. Coulter announced that we need a roll call to approve the grant for the Schaffner Room chairs, and one by one, each trustee stated their approval.

Mr. Clark conducted research on indigenous land acknowledgement and also reached out to the Pound Ridge Historical Society. He viewed the film featured by the Historical Society about the Pound Ridge Massacre. Mike crafted a first draft statement recognizing that the library sits on land which was inhabited by people who suffered. The Board needs to decide if we should read this statement at every meeting, place it on our website, make announcement once a year at our annual meeting? Ms. Schwartz recommended that Mike work with the Public Relations Committee to finalize the wording. The discussion will continue at next meeting.

Other business:

Understanding NYS regulations on permitting attendees / public to use Zoom for meetings  
Concern over new chairs tipping and perhaps not sturdy enough for some of the library's programs  
Extension on credit card application in order to continue researching cards with cash back and other perks

**Public remarks:** none

Public session adjourned 9:30 pm.

Executive session: none