

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**December 15, 2022**

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

On Zoom: Jennifer Savage

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

Ms. Schwartz opened the meeting and called roll. A motion was made by Ms. Nelson to approve the minutes of November 17, 2022, seconded by Mr. Clark. Motion passed unanimously.

**Financials:** Michael Lewis, the Library's accountant, presented the financial reports for November 2022 and an overview of the Library's financial position. Ms. Nelson made a motion to approve the warrants in the amount of \$258,566.11. Mr. Clark seconded. Motion passed unanimously. Mr. Clark made a motion to transfer \$350,000 from the Signature money market account to the Signature operating account. Ms. Nelson seconded. Motion passed unanimously.

**Building and Grounds:** Facilities manager Ken Gilman provided an update: Luppino Landscaping filled potholes in the easement/neighbors' driveway. Mr. Gilman will clean mildew off the outside of the library building. Cleaning of the ducts in the cottage for \$650 will be performed by Duct Dusters. Water testing was performed at the cottage and results indicate that additional softening/filtering are necessary. Mr. Gilman will present 3 proposals to address this at the next Board meeting. Ms. Nelson asked Mr. Gilman to investigate obtaining a one-way sign for book drop area in parking lot.

**Committees Updates:**

**Public Relations Committee:** Ms. Wise provided an update: Ms. Wise met with Ms. Coulter and Mr. Ramsay to review the library's social media, which is currently managed by Dana Ciotola Social Media Management. Ms. Wise approved the purchase of a cell phone dedicated to library use to film video content. A Tik Tok account will be created for the library. A one-page strategy statement will be created by the Public Relations committee. Ms. Schwartz requested that the Pound Ridge Community Facebook page be included as part of the Library's social media efforts.

**Programming:** Ms. Shen provided an update: a limit of 20 RSVP's has been placed on the Musical Munchkins and Kurt Gallagher programs, and carpooling is being encouraged, to attempt to alleviate the overcrowding of the parking lot. The committee will investigate whether the additional measure of subdividing each program by age (one for 0-2 year old's and another for 3-5 year old's) will be necessary.

**Interior Committee:** Ms. Nelson provided an update: The interior makeover is almost complete and community response has been overwhelmingly positive. Recent developments include installation of shelving on the pillars in the new fiction area, and installation of quartz countertops for the circulation

and reference desks. A proposal from Creative Library Concepts for additional shelving in the fiction area and additional tables in the non-fiction room, will be presented at the next meeting. Additional painting projects at a cost of \$4,950 were proposed by the Interior Committee, to be performed by Bedford Painting & Home Improvement. Motion was made by Ms. Schwartz to spend up to \$5,200, seconded by Ms. Shen. Motion passed unanimously. Proposals from 3 vendors were presented for 8 step stools throughout the library. Ms. Schwartz made a motion to use M.A.K. Construction at a cost of up to \$2,400. Seconded by Ms. Nelson. Motion passed unanimously. Schaffner Room chairs purchased last month were returned. The Interior committee will continue to investigate options for tables and chairs for the Schaffner Room.

**Parking lot project:** Ms. Schwartz provided an update: the electrician will be performing a load study and applying for permits.

**OEM Warming Committee:** Ms. Schwartz stated that as an official warming center for Pound Ridge, we need to make sure we have bottled water and snacks on hand.

**Technology Committee:** Wi-fi has not been adversely affected by the construction. The committee will investigate whether to purchase a new phone system.

**Public remarks:** Vivian Falco from the Pound Ridge Library Foundation opined that the current Schaffner Room chairs are very comfortable.

The next Board meeting will take place on January 24<sup>th</sup>, 2023 at the Library.

Public session adjourned 8:30 pm.

Executive session began at 8:35 pm.

Executive session ended at 9:00 pm.