

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
January 24, 2023

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. Ms. Schwartz welcomed everyone and thanked the library staff for working during the interior construction in challenging conditions. Ms. Schwartz also relayed best wishes from Marilyn Tinter to the board and staff.

A motion was made by Ms. Nelson to approve the minutes from the regular monthly meeting of December 15, 2022. Ms. Walsh seconded; all approve.

The next Board Meeting will take place on Wednesday, February 22 at 7:30 pm at the Library. Ms. Walsh made the suggestion to change the time of future meetings to 7:00 PM. After a brief discussion, it was decided to keep the meetings at 7:30 for the time being.

Building and Grounds: Facilities Manager, Ken Gilman, provided an update.

- Signs for the driveway and parking area: ONE-WAY and DO NOT ENTER have arrived and will be installed by the Pound Ridge Highway Department.
- 3 proposals were presented for a Water Softening System installation at the cottage. Ms. Nelson made a motion to approve up to \$3,000 for the system; Ms. Schwartz seconded; all in favor.
- There was a water drainage issue in upper parking lot; Luppino Landscaping took care of it.
- Ken has crafted a Check List of Tasks and will be presenting it every month at the meeting.

Financials: Mike Lewis presented year end summary, and informed us the appointment with Auditors for final audit is the week of Feb 13.

Balance Sheet for Assets as of 12/31/2022 is a little under \$1.1 million

- Signature MMA 2172 has been closed and merged with Signature MMA 2164
- Schwab Accounts suffered a significant loss due to market conditions (please note a follow-up conversation was conducted by the Finance Committee concerning this)

Balance Sheet for Liabilities and Equities

- Net loss of \$521,622 – this loss might be reduced because interior renovations might get reclassified as “capital asset.”

Profit and Loss Comparison

- Income and Balance Sheet for 2022 and 2021 are consistent
- Tax levy and Cottage rental will increase
- Library Services consistent with prior years
- Office/GA is less for 2022 (-11,371) compared to 2021 but can go up because of tonight’s warrants, making it in line with what library spent last year
- Property and Grounds – Obvious increase between 2021 and 2022 is due to Interior Renovation which is at 525,181 – decent amount of that will be capitalized. Mike will provide an analysis of fixed assets to determine what he thinks can be capitalized.
- Cottage Maintenance 9112 saw a significant increase because of many improvements to cottage and grounds
- Lawn/Snow Contract 9610 also saw a significant increase due to special landscaping projects
- Salary and benefits increased approx. \$49,000
- Technology and Utilities went up in general in 2022

Budget vs Actuals

- Income is down 14,374 but gifts and foundation will offset that
- Under Expenses, 8240 Programs is up \$12,435 from 2021

Mr. Lewis presented a memorandum for budget adjustments, taking the savings from some accounts to fund over-expenditure items. An example is that Library did not fill clerk position, giving us a surplus in salary and wages. Ms. Schwartz made a motion to approve the budget adjustments made by Mr. Lewis, and Mr. Clark seconded. All approve.

Warrants: Ms. Coulter pointed out an adjustment on the Power Gifts invoice which increased to \$3241.91, making the total warrants \$78,369.71. Ms. Nelson made a motion to approve the warrants in the amount of \$78,369.71. Ms. Walsh seconded. All approve.

Committees:

Finance – Mr. Cristiano reported that the library is in good shape and he is planning a meeting with the finance committee and will provide an update next month.

Governance – After much research and several drafts, Mr. Clark and Ms. Wise presented the final version of the Statement of Acknowledgment of Indigenous Land. This statement can be found on the library's web site. Mr. Clark presented the New York State Library Trustee Education Policy and the required forms that need to be completed each year. Trustees will be required to complete two courses a year and will have to provide proof of completion. The policy template forms will be adjusted to reflect our changes and Mr. Clark will approve final wording for these forms at next meeting.

Public Relations – Ms. Wise reported that Social Media engagement is up 19%. We are reaching 55% more people. Our TikTok video received 550 "likes". Both Ms. Wise and Ms. Coulter are pleased with the enthusiasm and creative abilities of the three new part-time clerks, who will assist in social media endeavors. Ms. Wise has strategized and provided direction to Dana, our social media consultant, and she is doing well. The library is getting great coverage in The Record Review and in the Supervisors Newsletters. Ms. Coulter mentioned that Creative Library Concepts gave us a "shout out" and featured our library's new interior on their LinkedIn page. Ms. Wise suggested we re-design the library's logo and letterhead.

Program Development – For our popular programs, specifically Musical Munchkins, Ms. Shen reported frustrations with parking issues, 20 person limits, reservations, wait lists and sign-in sheets. Mr. Ramsay emphasized the resistance he is getting from our patrons to the sign-in sheets. Ms. Shen will continue to analyze and evaluate our programs to come up with solutions, possibly by adding more classes, and dividing by age groups. Mr. Clark assisted patrons with parking for the Musical Munchkins program earlier today and reported a chaotic scene. He suggested we paint lines and clarify exactly where the fire lanes are. Ms. Schwartz said it was not realistic to paint lines now as we will be proceeding with the parking lot improvements in 2023, and painting the lines is part of that.

Long Range Planning – Mr. Cristiano is looking at other libraries comparable to the size of our library, and gathering insight and information and will be putting together a report.

HR/Legal – Ms. Nelson will address in Executive Session.

Interior Refresh: Ms. Benefico reported the completed projects since the December meeting which include: installation of the Community Wall by side entrance, new step stools, interior signage installation, book shelves built to fill in radiator gaps in The Reading Room. Some finishing touches to be added include: purchasing of 2 floor lamps for Mystery Room and Coffee Nook, framing 3 paintings of benefactors, framing the library's achievement certificates, adding iconic book posters to the walls of the Schaffner hallway, design of a plaque commemorating the site of the original schoolhouse, and restoration of 2 original school desks.

New purchases will include adding 2 mobile wooden bookcases to Fiction Room, adding 1 computer table (accommodates two patrons) to Reading Room, and folding chairs for the Schaffner Room. Ms. Nelson made a motion to approve \$9,742.00 for shelves and computer tables. Ms. Schwartz seconded. All approved. Discussion continued on Schaffner Room chairs. 3 bids were presented. Mr. Cristiano made a motion to approve \$2100.00 for purchase of the chairs. Ms. Shen seconded. Two board members opposed. Ms. Schwartz said that we can go

to The Library Foundation for funding for the chairs, and Ms. Coulter reminded us it was part of the original grant we requested, and the vote must be unanimous. Another vote was taken for approval of the chairs with the Foundation Funding them, and one board member remain opposed.

A representative from the Foundation asked about the posters and what was selected, and the Interior Committee gave an explanation.

Obtaining a proposal from CLC to refresh The Children's room was discussed with no commitment to do the work in the near future, but obtaining a proposal would be okay.

Ms. Benefico thanked Jennifer Coulter for all her hard work and many hours spent on the Interior project.

Parking Improvement – Ms. Schwartz reported that trenching will begin next month, then lighting will be installed, and the paving will take place in the spring. All the plans were approved by the Planning Board and Jim Perry had to extend our application. Ms. Schwartz also mentioned that as the work evolves, there might have to be some updates to our electrical system.

OEM Warming Site – Ms. Schwartz reported that during the wind storm and freezing temperatures over Christmas weekend, a decision was made not to open the library as a warming site, as many people were away.

Technology – Mr. Clark is looking into eliminating personal email addresses for board members and using @poundridgelibrary.org. Problems persist with our antiquated land line phone system, and Mr. Clark is researching the installation of a VOIP system. A proposal to purchase AWE Computers for the Children's Room was presented. The current computers are out of warranty, and The AWE system has become the industry standard. It includes both hardware and software. The purchase Mr. Clark proposed will include the coding module and the Spanish bi-lingual module. Mr. Clark then made a motion to approve up to \$9000.00 for 2 AWE computers; it was seconded by Ms. Benefico. All in favor.

Before moving on to the Directors Report, President Schwartz brought up the Schaffner Room Chairs again, and taking another vote and all the board members approved the purchase with Foundation funding. Ms. Coulter will prepare the Grant application to the Foundation.

Director's Report – Ms. Coulter presented a flyer/letter that would serve as an annual report to the community on the "state of the state of the library." It would include information such as: number of library card holders, circulation statistics, what has changed in the past year, a section called "did you know" (did you know we have a full-time notary?). A discussion followed on how to get this out to the community: Print vs. Mail or Both. Print costs \$300. Mailing them would cost \$1600. A vote was taken and the majority approved Print, meaning the letters will be printed and available to the community at the library, at Scotts Corner Market, Town House, also handed out at community events. A suggestion was made ask the supervisor to include in the newsletter too. Ms. Coulter would like the basement to become a Book Sale Room. She gave herself a budget of \$1500.00 to put some flooring down and get better lighting. Question came up on whether we are permitted to sell books. Ms Nelson will provide an answer on that.

Public remarks: none

Public session adjourned 9:02 pm.

Executive session began at 9:05 pm.

Executive session ended at 9:30 pm