

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**February 22, 2023**

The meeting was called to order at 7:30 pm by President Schwartz. Ms. Schwartz welcomed everyone and thanked the library staff and part-time clerks for their hard work during the past month.

**Present:** Anne Benefico, Michael Clark, John Cristiano, Jennifer Savage, Bonnie Schwartz, Maryellen Walsh, Jenna Wise.

**Absent:** Valerie Nelson, Selena Shen

A quorum was present throughout the meeting.

Mr. Clark made a motion to approve the minutes from the meeting of January 24, 2023. Ms. Benefico seconded. All in favor.

The next Board meeting will take place on Wednesday, March 15, 2023 at 7:30 PM at the Library.

**Building and Grounds:** Facilities Manager, Ken Gilman was absent, and Ms. Schwartz provided an update:

- Septic pipe at cottage is being replaced; unfortunately, the cottage patio had to be ripped up to complete this work, and repairs to the patio will take place in the spring.

**Financials:** Mike Lewis

- Mike, Heidi and Jennifer prepared paperwork for the annual audit; there are some minor clean-up items, and some follow-up legal letters, but all in all it was smooth sailing getting through the process.
- Auditors will make presentation to the Board at the March or April meeting.

**Balance Sheet** as of January 31, 2023

- Mike explained there was a QuickBooks error in the previous month's Schwab account assets, which has since been corrected.
- The library's Signature Bank account balances are down 32% compared to January 31, 2022 due to the interior renovation costs. In conjunction with that, Total Liabilities and Equity are down, also due to interior renovation.
- Mr. Cristiano and Mr. Clark raised questions about shifting those losses we incurred (interior renovation as well as for improvements to the cottage) and reclassify them as capital assets. Mr. Lewis will be looking into this to see what qualifies for capitalization.

**Profit and Loss Comparison**

- Total Income for January 2023 is up almost \$40,000.00 from January 2022 mostly due to interest and uptick in market gains, as well as cottage rental and tax levy
- Differential in Library Services from a year ago are a "timing" issue meaning when the warrants are approved based on our meeting dates.
- Salary and benefits are relatively in line with a year ago.
- Library yielded a Net Income in Jan 2023 of 52,657.57, a big part of that had to do with reclassifying WLS Services and Network.

**Budget vs. Actuals**

- Actual Total Income is \$94,182.46; up due to gains on investments.
- Total Expenses: Budget was 67,077.24 with the actual of \$41,524.89 netting a savings of \$25,552.35.

**Warrants**

- Warrants were reviewed and Ms. Coulter confirmed the monthly total.
- A motion to approve the warrants in the amount of \$45,888.94 was made by Mr. Clark; Ms. Benefico seconded; all in favor.
- A motion to transfer \$75,000.00 from the Signature Money Market Account to the Signature Checking Account was made by Ms. Benefico, seconded by Mr. Clark; all in favor.

## **Committees:**

**Finance** – Mr. Cristiano mentioned the error in last month’s reporting of the Schwab Accounts which has been corrected. In addition, he spoke with the investment manager for our restrictive funds to discuss strategy that we use, which is “hold to maturity,” a conservative approach. Mr. Cristiano suggested that at some point we re-visit our long-term investment plan, and perhaps take a little more risk.

**Governance** – Mr. Clark updated the board on the new Trustee Education Policy and the form to fill out for completion of courses. Trustees are required to take a minimum of two courses per calendar year. Ms. Schwartz will monitor this, and provide evidence of completion, as there are significant penalties for not complying with this new policy.

**Public Relations** – Ms. Wise highlighted the rise of patron interest due to marketing and social media, including 42% increase in calls (inquiries), 54% increase in search. Ms. Wise discussed the opportunity the library has to request a grant from the Library Foundation for the design of a new library Logo. The Foundation actually referred the designer, Gina Federico, a Pound Ridge resident, and Gina met with members of the Interior Refresh Team. Ms. Federico submitted a proposal totaling \$3,500, which includes Visual Identity Design, Stationery Design and Exterior Street-facing Design. Ms. Coulter added it would be nice to modernize the logo and have it mesh with the new look of our library, as well as update our exterior signage, which was actually a suggestion made by the Foundation. Ms. Coulter would be responsible for writing up the grant, presenting it the board for approval, and submitting to the Foundation. Ms. Benefico made a motion to approve the \$3,500.00 proposal from Gina Federico Graphic Design contingent on Foundation funding. Ms. Wise seconded. All in favor.

**Program Development** - Mr. Clark provided an update that the programming committee had a meeting and is looking very hard at the scheduling of the programs we offer in order to reduce the parking issues we have recently been encountering.

**Long Range Planning** – Mr. Cristiano was made aware by Ms. Coulter of federal and state Grants that are available. There is a process involved and we would have to determine if our library is eligible, but definitely worth looking into to fund some of our future projects, which could include: expanding the Children’s Library and adding an outdoor patio; also an Art Room and Maker’s Space.

**Interior Refresh** – Ms. Benefico made mention of some finishing touches to the interior: lighting was added illuminating the signage leading the Reading Room; framed posters of classic book titles are ready to be hung in the Schaffner hallway; 2 floor lamps have been purchased and placed near the coffee nook and in the Mystery Room; original school desks are being refinished and will be placed in the entry foyer. The black folding chairs for the Schaffner Room are on back-order and the library has received a check from the Foundation covering the cost of the 60 chairs. 2 additional mobile shelving units are needed for the Fiction Room and CLC presented a proposal in the amount of \$4,155.40 for the two units, shipping, delivery and installation. Ms. Schwartz made a motion to approve up to \$4,200.00 for mobile shelving; Mr. Cristiano seconded; all in favor.

**Parking Improvement:** Ms. Schwartz informed the board that on Thursday Feb 23 at 1:30 she would be meeting with Lawrence Construction and Jim Perry, Building Inspector, to discuss where the construction team can leave their equipment without impeding parking. Lighting equipment, underground cabling, conduits and steel plates over the roadway are all part of this project which should take about 3 weeks. Laying down the asphalt will take place once the asphalt plants open, mid-April or later. We are hoping to add a few more parking spaces once the lot is paved and the striping is done. Ms. Schwartz mentioned there had been a meeting with our neighbors who share their driveway with the library over the recent overcrowding in the parking lot. We have now added signage and tape clearly marking no parking zones, so their driveway will not be blocked. Steps we have taken include staff and board members directing traffic in the lot, posting on library’s social media and Pound Ridge Community Facebook Page the new rules for mandatory registration and attendance limit of 20 participants. Other measures we are considering include: having patrons park at the Town Park, Conant Hall, Community Church and possibly the Nursery and then provide shuttle service with N2N bus; requesting that our patrons carpool; charging out-of-state vehicles \$10.

**OEM** – In the event of a power outage, Ms. Schwartz informs the community through social media and notification to town officials that our library is open as a warming center. In recent years, she noted, residents are not making use of this, perhaps due to households investing in generators.

**Technology** – Mr. Clark provided an update on the problems with our current phone system which led to researching vendors to purchase and install a new VOIP system. A local vendor was selected. The new system will include a feature called “auto attendant” which greets the caller and provides a menu with a list of library staff to choose from to be connected to. The library will continue a relationship with Verizon because our alarm system is serviced by Verizon. A new trustee email address is going to be provided by WLS using poundridgelibrary.org. It can be set up on personal devices and mobile phones like any Gmail account and will go into effect on March 1.

**Director’s Report:** Ms. Coulter provided the following updates:

- Another school desk (desk/chair combination) has been lent to the library by the Pound Ridge Historical Society and will be placed with the other two desks in the entry foyer; we will design a plaque to hang in the entryway commemorating the desks and the history of the original school house which is part of the library building.
- The Historical Society will also be loaning us Pound Ridge artifacts to display on the window ledge in the Reading Room.
- Earth Day is April 22 – we will bring seeds and also hand out seed bookmarks and tote bags. Trustees are encouraged to attend and help man the table.
- The Pound Ridge Massacre Film will be shown in November. The filmmaker has been invited to speak and has accepted! A member of the Historical Society will moderate.
- High School Seniors will help Pound Ridge Seniors in a new program called Tech Heroes sponsored by the Pound Ridge Partnership Junior Board. This program will pair high school students and senior citizens in technology training, such as setting up a social media pages, streaming music, using WLS resources like loading audio books.
- The Library Foundation is hosting 2 events: April 13 – 6PM Invite Only Cocktail Party and April 15 – Children’s Author Visit.
- Westchester Library System is seeking a trustee to represent District V which includes Pound Ridge, Bedford, other neighboring towns. The board meets 9 times a year. Interested trustees can apply. Job description is in Dropbox. They hope to appoint someone on March 28.

**8:51 PM Public Remarks:** we were made aware that Mr. Pierce wanted to speak through Zoom. The board waited 5 minutes in case he had encountered technical difficulties. Ms. Schwartz also texted Mr. Pierce and received no reply.

No public remarks

**Public session adjourned 8:56 pm.**

Executive session began at 8:59 pm

Executive session ended at 9:46 pm.