

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**April 25, 2023**

The meeting was called to order at 7:30 pm by President Schwartz.

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

**Absent:** John Cristiano

A quorum was present throughout the meeting.

Ms. Benefico made a motion to approve the minutes from the March 15, 2023 Board Meeting; Ms. Savage seconded; all in favor except Ms. Nelson who abstained because she was not present at the March 15th meeting.

The next Board meeting will take place on Thursday, May 25th, 2023 at 7:30 PM at the Library.

**Building and Grounds:** Facilities Manager, Ken Gilman, not present – will provide update next month.

**Financials:** Mike Lewis

Mr. Lewis informed the Board that the Audit Report will be ready for the May meeting.

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

- Total cash accounts are shy of a million, down to \$944,542.00 from \$1,430,953.00 a year ago due to investment in interior renovations.
- Total assets are down from a year ago due to market trends. From \$2,913,040.00 to \$2,393,657.00.

**Profit and Loss Comparison First Quarter 2023 vs First Quarter 2022**

- Total Income for January-March 2023 is up \$84,802.00 from same time period last year due to interest earned, net gains in the market, cottage rental and donations.
- Library Services costs are up due to 8210 Childrens Programming and 8240 Programs.
- There is an \$18,009.00 increase in Office G&A due to 7165 Professional Consultants fees and 7301 Equipment Purchases.
- Property and Grounds expenses are up to \$24,540.00 from \$13,641.00 same period last year due to 9114 interior renovation.
- Salary and benefits are up slightly from last year due to new part-time hires.
- Even though total expenses are up, library yielded net income of 47,984.00.

Mr. Clark notified the Board that Chris Kuehne who manages the Schwab Accounts, is retiring and will be giving up his role as financial advisor for the library. Mr. Kuehne will be available to us for the next few months until we find a replacement. It was suggested that we look into someone at Chase Bank since that is where the library is moving its checking and savings accounts. Mr. Lewis will also assist in identifying a replacement.

Mr. Clark, through a Library Training Class, learned that the treasurer of a library should not necessarily be a member of the board, since a new treasurer is elected each year and the position of treasurer should have consistency and longevity. WLS recommends a treasurer should come from outside the board and a financial advisor inside the board. Ms. Nelson suggested we look into how other libraries address this.

**Warrants**

- Warrants were reviewed, questions and concerns by board members were addressed, and total amount confirmed for \$220,461.99.
- Ms. Nelson made a motion to approve the warrants in the amount of \$220, 461.99; Mr. Clark seconded, all in favor.
- A motion was made by Ms. Benefico to transfer \$220, 462.00 from Signature Money Market Account to Signature Operating account; Ms. Walsh seconded; all in favor.

Decisions made regarding warrants: continue to rent the coffee machine; purchase water cooler; discontinue ordering from Webstaurant due to high costs associated with returns and restocking; be mindful of future spending as this month's warrants were a big number, in part due to parking lot costs.

Ms. Coulter informed the board that we received \$1104.29 in "cash back" from our Chase Credit Card.

Mr. Clark reminded the board that Signature Bank is now Flagstar Bank. He also recommended that we should keep some funds (\$240,000) in Flagstar as a secondary bank account to our new Chase Bank account which is still in process of being opened. Ms. Nelson and Ms. Schwartz offered Key Bank as an option – they have a branch in Pound Ridge, which would be convenient. Mr. Clark will look into the investment philosophy of Key Bank before the board makes a decision on where to have a secondary bank account.

#### **Committees:**

**Finance** – Mr. Clark received the report from Chris Kuehne on the Schwab bond maturation for the endowments.

**Governance** – Mr. Clark reminded the board members that Certificates of Completion for Trustee education should be filled out and given to Jennifer.

**Public Relations** – Ms. Wise – nothing new to report

**Program Development** - Ms. Shen reported that registration for the popular children's music programs are going more smoothly, and with the weather getting milder, we can move the programs to outdoors. The Children's Author Event and the Adult Story Telling events were very well received and well-attended. There was a ribbon cutting ceremony for the Adult Story Telling event.

**Human Resources:** Ms. Nelson deferred to the Executive Session.

**Interior Refresh** – Ms. Benefico reported that we are back to where we started with the Schaffner Room chairs as the previous order was returned due to poor quality. Three additional chairs were ordered from Amazon, Wayfair and Church Partners, and the purchase price from each company was projected on the screen. Ms. Benefico reminded the Board we have \$1,000 left from the original grant from the Foundation to fund the new chairs. Discussion among the Board followed, and the consensus was that we do not purchase new black folding chairs and we keep the gray chairs, and let the Foundation know we have \$1000.00, and determine next steps for that money.

The 2 small original schoolhouse desks have been refinished and are in the library entrance. A motion was made by Ms. Benefico to approve \$835.00 to purchase and install a 2 ft by 3 ft glass engraved plaque commemorating the original schoolhouse to be hung in the library foyer over the desks, seconded by Ms. Nelson; all in favor. A Job Cost Report in the amount of \$7,400.00 from Bedford Painting was discussed. The repairs to the wall and shelf in the Teen area (before you enter the Reading Room) were completed and previously approved in the amount of \$1200.00, leaving the other projects totaling \$6,200.00. The Board decided to table all other projects on the Job Cost Report, as time is needed to evaluate future expenses. It was suggested that Ken Gilman might be able to complete some of the items on the list. And in the next several months, pending funds, the Board will revisit some of items.

A walk-through of the Children's Room took place on April 5 with CLC for the possibility of a future renovation. It was decided that a new committee would be formed for this project, and that the work by the Interior Committee is completed.

**Parking Improvement:** Ms. Schwartz said the new lights are installed and working. Temporary lines are marked in chalk in the lot outlining parking spaces. Ms. Schwartz was informed by Jim Perry, Building Department, that additional spaces cannot be added without consulting the Planning Board. He suggested an informal meeting with Michele Rudolph who heads the planning board to discuss the extra spaces in the hope that this would avoid all the paperwork and costs of the library formally going in front of the Planning Board. Ms. Schwartz will coordinate the meeting with Ms. Rudolph.

**OEM** – Ms. Schwartz – nothing to report.

**Technology** – Mr. Clark said we need to look into making our internet and WiFi more secure as a result of a Zoom issue earlier in the evening. Ms. Nelson informed the board that we can pay for Zoom services which have more security controls. Mr. Clark will investigate.

**Director's Report:** Ms. Coulter provided the following:

- 2 estimates for Roof Repair. Since the library has historic notation, we will look into the possibility of using asphalt which is less expensive than cedar. The flat portion of roof is 13 years old. The leaks occur where the flat roof meets up with the other roof. We will speak with Landmark and Planning and circle back on this issue in May.
- 1 bid so far for fence repair.
- Waiting on bids for air conditioning repair.
- Ms. Coulter mentioned that there is a possibility that the roof repair and the AC repair might be covered under a Construction Aid Grant.
- The Adult Story Telling Event on April 22 was well attended with positive feedback from patrons, and a standing ovation for the Story Telling Team.
- Schaffner Room Acoustics – one of the attendees for the Adult Story Telling event met with Jennifer and offered his expertise in addressing the acoustic problems in the Schaffner Room which were clearly evident the night of the event. Ms. Coulter did research and presented findings to the Board on various types and costs of acoustic panels. Entertainment Technology in Mount Kisco was suggested as a possible company to reach out to. Ms. Schwartz spoke with Stephanie Sarkis, President of the Library Foundation, and this is something the Foundation might be interested in funding. Ms. Coulter will obtain proposals.
- A long-term patron of the library has requested use of the Schaffner Room to hold a Memorial Service for her husband, Evan Stark, on a Sunday in late May/early June. The Board approved this, noting that Jennifer remind Mrs. Stark that parking is limited.
- Ms. Coulter posed a question from Ms. Tinter who wanted to know who pays for the bus transportation for artists' opening receptions. Answer is the artist does and it's \$75.00.

8:26 PM Public Remarks

9:16 PM Public session adjourned

Executive session began at 9:19 PM

Executive session ended at 9:45 PM