

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
May 16, 2023

The meeting was called to order at 7:31 PM by Vice President Valerie Nelson.

Present: Anne Benefico (attended on Zoom), Michael Clark, John Cristiano, Valerie Nelson, Selena Shen, Maryellen Walsh, Jenna Wise

Absent: Bonnie Schwartz, Jennifer Savage

A quorum was present throughout the meeting.

Ms. Shen made a motion to approve the minutes from the April 25, 2023 Board Meeting; Ms. Wise seconded; all in favor.

The next Board meeting will take place on June 15, 2023.

Building and Grounds: Facilities Manager, Ken Gilman, not present. Ms. Coulter will update in Director's Report.

Highlights of Financials: Mike Lewis

Balance Sheet as of April 30, 2023

- Total Liabilities and Equities are down \$554, 852. 75 from a year ago due largely in part to the investment in the interior refresh.

Profit and Loss Comparison

- Total Income for January-April 2023 is up \$123, 624.10 from same time period last year.
- Library Services costs are up \$6,264.87 due to increases in Programs.
- Property and Grounds expenses are up 90,896.63 due to parking lot project.
- Salary and benefits are in line.
- Technology is up 7,822.89
- Utilities are up 124,561.84.

Budget vs. Actuals

- Total Income is 318,309.49 for Jan-April 2023 vs 268,308.96 for Jan-April 2022; we are trending at 118% which is good
- Library expenses shortfall of 5,029.59; spent 78% of Budget through April 2023
- Property and Grounds is up 562.80%
- Salary and benefits have a shortfall of approx. \$31,000 with 75% of budget being spent

OTHER:

Key Bank Account has been opened with a deposit of \$40,000. Chase Bank is open with a current balance of \$629,923.00 in Checking and \$100,000 in Savings. Funds remaining in Signature (Flagstar) is \$606,000. The library has an influx of cash due to collection of tax levy and Mr. Lewis recommends a transfer of some funds to the Chase Bank higher interest savings account.

Warrants

- Mr. Clark made a motion to approve the warrants in the amount of \$29, 713. 86; Mr. Cristiano seconded, all in favor.

Committees:

Finance – Mr. Cristiano – Mike and John had discussions with a potential replacement for the investment advisor to our Trust accounts. Chris Kuehne has informed us that he will be retiring and no longer able to manage our Schwab accounts. They will try to speak to 1 or 2 other candidates before recommending a path forward to the board.

Governance – Mr. Clark reviewed the library’s current website and said some policies on the site are out of date; the trustees need to review policies (especially those from 2011) and will discuss at next board meeting.

Public Relations – Ms. Wise – 21% increase in user views on the website; sessions are up 5%; number of calls to the library is down 34% which could be due to improvements in communication through social media.

Program Development - Ms. Shen reported that registrations are going smoothly, with less calls and queries. Two popular children’s programs: Musical Munchkins and Kurt Gallagher have moved to the Town Park now that the weather is nice. The park works well for Kurt Gallagher who has a professional sound system so the acoustics are very good outdoors. However, Musical Munchkins does not use a sound system and finds themselves competing with the noise and distractions of being outdoors. They have requested the program be returned to the library. Ms. Shen is working with Musical Munchkins for a solution.

Human Resources: Ms. Nelson – nothing to report

Interior Refresh – Ms. Benefico – the interior refresh is complete, pending is two additional bookcases which are on order. Paintings of benefactors have been framed/restored/hung and we will make small plaques identifying their names.

Parking Improvement: Ms. Nelson announced that the Library Board and Staff will go before the Planning Board next week and requested that trustees attend the meeting, understanding that it’s a challenging night for attendance due to the holiday weekend. We are hoping to get approval for five additional parking spaces and want to make sure we are following procedures. A traffic study might be involved, and Mr. Clark is researching how to get this done and contacting a regional representative in Poughkeepsie.

OEM – nothing to report.

Technology – nothing to report

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

- Collecting bids for fence repair, AC repair, roof repair
- Ms. Coulter found invoice for the library roof replacement which was completed in 2013 at a cost of \$65,000 – we will discuss at next meeting what needs to be done to address recent leaking
- Cottage patio has been repaired
- Ms. Coulter made a suggestion that the library cover the approximate annual expenses for hiring the N2N bus for Schaffner Room events with 20+ attendees. This is rather than asking the artists who host the events. She estimated this would be about \$750.00 per year and could be offset with the income the library is collecting from passport applications.
- Trustees and staff members are invited to march in the Town’s Memorial Day Parade, Monday May 29
- We will be hiring a student for part-time summer employment to assist in the Children’s Room.
- We continue to experience sound/acoustics problems in the Schaffner Room. Ms. Coulter is researching companies to assist us as Entertainment Technology in Mount Kisco does not provide what we require.
- We need to set a date for September Board elections. The Board chose Sept 19. There is one vacant seat.

8:32 PM Public Remarks

8:33 PM Public Session adjourned

Executive session began at 8:35 PM

Executive session ended at 8:45 PM