

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**June 15, 2023**

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

**Present:** Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Selena Shen, Jenna Wise,

**Attended on Zoom:** Jennifer Savage

**Absent:** Bonnie Schwartz, MaryEllen Walsh

A quorum was present throughout the meeting.

Mr. Clark made a motion to approve the minutes from the May 16, 2023 Board Meeting; Ms. Shen seconded. All in favor.

Mr. Clark made a motion to approve the minutes from the June 8, 2023 Special Board Meeting. Ms. Benefico seconded. All in favor.

The next Board of Trustees meeting will take place on Thursday, July 13, 2023.

**Facilities Update:** Ken Gilman

- Potholes in the upper part of the driveway will be repaired by Luppino Landscaping.
- Insurance Company did an inspection of the boiler and requested a repair which was taken care of by Marshall Oil.

**COMMITTEES**

**Finance:** John Cristiano. A third candidate was interviewed by Mr. Cristiano and Mr. Clark for managing the library's investment portfolio; the finance committee will make a recommendation on who they selected and present to the board soon.

**Governance:** Michael Clark. Review of 3 policies.

1. Holiday Schedule. Ms. Wise made a motion to update the library's holiday schedule to conform with the WLS holiday schedule, Mr. Cristiano seconded, all in favor. This adds two floating holidays to the calendar year: Election Day and Lincoln Birthday. Juneteenth had previously been added in 2021.
2. Confidentiality of Library Records. Mr. Clark and the governance committee will edit the wording in the section on confidentiality of circulation records and present next month for review and approval. The new wording will reflect protecting the privacy of patrons regarding their individual circulation records.
3. Collection Management. Mr. Clark explained that this policy originates from The Empire State Library Network and the Public Library System's Directors Organization and covers how the library acquires books, how the library disposes of books, how long the library keeps books, and other information. Mr. Clark asked the trustees to review this policy and be prepared to discuss at next month's meeting.

**Public Relations:** Jenna Wise. Ms. Coulter will be submitting an application and accompanying documents for the Pound Ridge Library to be considered for Best Small Libraries in America annual award.

The library will be scheduling a forum to educate residents on the Japanese Knot Weed. Ms. Wise will reach out to the Garden Club to collaborate on this.

**Program Development:** Selena Shen. There will be a special music event on June 21, 2023. This is a teen recital, open to the public, with students from John Jay and Fox Lane performing. (later in the meeting, in public remarks, Mr. Ramsay informed us that Fox Lane will not be participating).

**HR/Legal:** Valerie Nelson. Nothing new to report this month in public meeting but there will be an Executive/HR session following the meeting.

**Long Range Planning:** John Cristiano. Nothing new to report this month.

**Interior Refresh:** Anne Benefico. The two new mobile bookshelves have been delivered and installed in the Fiction Room. The invoice is included in this month's warrants. Plaque for entry way commemorating the original schoolhouse has been designed and final wording will be proofed, and then plaque will be ordered. Funds for the plaque were approved in a previous meeting.

**Parking Improvement:** Valerie Nelson. Some of the trustees and staff attended a Planning Board meeting on May 25<sup>th</sup>. The planning board requested the library conduct a Traffic Study before considering increased parking at the library. In a special meeting of the board on June 8<sup>th</sup>, the board approved \$5,000 to fund the traffic study. Once the traffic study is completed, the library board will present the findings to the Planning Board. This will determine next steps.

**Technology:** Michael Clark. Nothing new to report this month.

**AUDIT REPORT Year End 2022:** Jeff Shaver, a partner in PKF O'Connor Davies. All trustees received a copy of the report and will review and make a motion to accept in next month's board meeting. Mr. Shaver explained the meaning of "Opinions" section and "Change in Accounting Principle" on first page of report.

Highlights of audit report included:

- Revenues – Library collected \$804,927.00.
- Fund Balance – started the year with \$2,312,534.00 and ended with \$1,755,075.00, mostly as a result of interior renovation costs and lower market value of funds. As part of our fund balance, \$143,000.00 is not spendable, however, we can use the interest. We have restricted funds in the amount of \$390,340.00. In available funds we have \$1,221,735.00 which is a healthy position and can be used at the discretion of the board.
- Total Assets of library is \$2,674,443.00.
- Total Net Position of library is \$2,569,379.00.

**Financial Update:** Michael Lewis.

Highlights:

**Balance Sheet as of May 31, 2023:**

- All new bank accounts have been added to the Balance Sheet, making our total \$1,339,881.35. Adding that amount to our Schwab accounts, A/R, and other assets, we have \$2,117,016.99 in total assets as of May 31, 2023, a very strong position, up over \$300,000 from same period last year because interest rates have come up and we are in a gain situation.

**Profit and Loss Comparison January – May, 2023**

- Revenues and expenditures to date are a net loss of \$-98,494.90; this is due to driveway project.

**Budget vs. Actuals January – May 2023**

- Total Income is \$387,771.00, vs budgeted \$335,386.00 yielding a profit of \$52,385.00.
- Total Office/GA Expenses is \$61,161.00 vs budgeted of \$53,823.00; over budget \$7,337.00, mostly due to equipment purchases and professional consultants' fees.
- Total Property and Grounds is \$219,917.00 compared to budgeted of \$46,792.00; we are over budget \$173,125.00 due to parking lot project expenses.

**Warrants**

- Mr. Lewis stated that there is enough money in the Chase Checking Account to cover warrants, so no transfer is necessary. Ms. Benefico made a motion to approve the warrants in the amount of \$35,227.36; Mr. Cristiano seconded; all in favor. (later in the meeting, the total amount of warrants was corrected. Ms. Benefico made a motion to amend the previous total and approve warrants in the amount of \$36,696.87; Mr. Cristiano seconded; all in favor.

Mr. Clark informed the board that the Signature/Flagstar account will be closed next week, making sure all checks drawn on that account have cleared. He also requested that, as Treasurer and Financial Officer of the library, he have the ability to move funds as necessary without going before the board and making a motion. This is to ensure our money is earning interest. A discussion followed, and as long as Mr. Clark keeps the board informed, all are in agreement that Mr. Clark does not need a motion to move funds.

**Director's Report:** Jennifer Coulter.

- The fence surrounding the front of the library is damaged and in need of repair. Ms. Coulter secured 4 bids. 2 include finials and 2 do not (the fence is missing 8 out of 10 finials). Question was raised if we need approval from landmarks commission before we make a decision. Ms. Coulter will inquire.
- There is a leak in the roof as you enter the library. Ms. Coulter asked Mike from MAK to investigate. Mike inspected the roof and crawl space; he reported that moisture is being trapped and causing leaks and could also cause mold. He suggested a new vent – one larger rectangular size vent instead of the four smaller round ones that seem to be insufficient. Since these vents are visible on the front façade of the library, again this might be a topic to be discussed with the Landmarks Commission. Ms. Coulter will inquire.
- The Zoom technology in the Schaffner Room has been tweaked and is working fine.
- Acoustic panels are needed for better sound in the Schaffner Room. Ms. Coulter secured a bid from New York Sound Proofing, who conducted a site visit and sent two videos with before and after results. Ms. Wise reminded the board that the Library Foundation express interest in funding this. Ms. Coulter will prepare a grant in the amount of \$14,943.68.
- EV Stations are up and running. Charge is \$3.00 per hour and money is automatically transferred to the library bank account.
- Creative Library Concepts (CLC) did a site visit and drew up three layouts for a Childrens Room refresh. The board will decide if we pick a new committee for this endeavor. Discussion followed regarding what are the goals of the new refresh, ie: more seating, maximize shelf space. Also, would it be possible to get a rough estimate from CLC what this would cost. Ms. Coulter will reach out to Brad from CLC.

8:38 PM Public Remarks

8:42 PM Public Meeting Adjourned

8:45 PM Executive session began

8:59 Executive session ended