

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
July 13, 2023

The meeting was called to order at 7:30 PM by President Bonnie Schwartz

Present: Anne Benefico, Michael Clark, Valerie Nelson, Jennifer Savage, Bonnie Schwartz, MaryEllen Walsh, Jenna Wise

Absent: John Cristiano, Selena Shen

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes from the June 15, 2023, Board Meeting; Ms. Benefico seconded. All approve.

Ms. Schwartz made a motion to approve the minutes from the June 22, 2023, Special Board Meeting. Mr. Clark seconded. Minutes were approved by the trustees who were present at the special meeting.

The next Board of Trustees meeting will take place on Tuesday, August 22, 2023, at the library.

Facilities Update: Ken Gilman

- There is moisture in the attic area where the two different style roofs meet. There is no need to add a fan or change vents; instead the space should be sealed with spray foam. We received two proposals for spray foam and Ms. Schwartz would like to see a 3rd proposal by next meeting before a decision is made.

Financial Update: Mr. Lewis presented a new QuickBooks format of the financial report which includes a detailed list of year-to-date expenditures of each individual vendor, which was useful in preparing the 2024 budget worksheet. Report did not include comparatives and consensus of board is to go back to original financial report which includes previous year comparatives.

Income as of June 30, 2023: Total Income is \$454,216.87, of which \$387,148.50 is the revenue from the town tax levy. Other positive factors affecting library's income /profit are interest rates for investments are yielding higher, income from cottage rental and donations.

Expenses: Total Expenses are \$550,812,86 year to date. Contributing factors:

- **Library Services are \$56,957.77.** Programs 8240 and Childrens Programming 8210 make up the bulk of these expenses.
- **Office / General Administrative Expenses** are \$73,342.02 year to date. Big expenses include 7141 In House Accounting Services, 7301 Equipment Purchases and 7340 Office Supplies.
- **Property and Grounds** is \$227,448.49, bulk of that is the parking lot project at \$176,195.95 and interior renovations at \$21,072.97.
- **Salaries and Benefits / Technology and Utilities** are all in line.

Warrants: Ms. Nelson made a motion to approve the warrants in the amount of \$55,665.16; Ms. Schwartz seconded; all in favor.

Audit: Mr. Lewis noted that the library had another successful audit, and a "clean, unmodified opinion" completed by our auditors. The audit was presented and reviewed by the board at the June meeting. Ms. Nelson made a motion to accept the audit prepared by PKF O'Connor Davies for year ending December 31, 2022. Mr. Clark seconded. All in favor.

2024 Budget Worksheet: A worksheet was presented to the trustees for the proposed 2024 budget. The worksheet included actual budget data from 2021, 2022 and 2023 with a Comments Column where Ms. Coulter provided additional information from 2023 for the trustees to take into consideration for 2024 budget numbers. Categories within Programs, Purchases, and Services were discussed and based on cost, popularity and attendance, funds will be

increased or decreased. Moving more money into popular programs and publicity was the consensus of the board. A new budget line item will be assigned for Passport Income (a new service offered by the library), and for Property Manager. Mr. Lewis and Ms. Coulter will make adjustments based on the recommendations provided by the board during the meeting, and a new worksheet will be emailed to trustees for review before final numbers are approved.

COMMITTEES

Finance: 3 candidates were interviewed by Mr. Cristiano and Mr. Clark for the new financial advisor position. Mr. Clark provided a brief background on each candidate and their investment strategy, their fees, as well as their opinion on the library's past approach to investing. Based on their findings, Mr. Clark and Mr. Cristiano recommended Barry Butlien, who is local to Westchester County. Ms. Benefico made a motion to approve Barry Butlien as the new financial advisor to the library. Ms. Wise seconded. All in favor with the exception of Ms. Schwartz who recused herself. Mr. Lewis added it is important for the candidate we chose to understand what is permissible for public libraries to invest in and he will work closely with Mr. Butlien to develop and update the library's investment policy.

Governance:

1. Confidentiality of Library Records policy. Mr. Clark and the governance committee edited the wording in the section on confidentiality of circulation records to reflect protecting the privacy of individual patrons regarding their circulation records and other records identifying the names of library users. Ms. Schwartz made a motion to approve the changes in the wording presented by the governance committee. Ms. Nelson seconded. All in favor.
2. Collection Management. Mr. Clark asked the trustees to review this policy and be prepared to discuss at next month's meeting.

Public Relations: Ms. Wise reported there is a 47% increase in people asking for directions to the library and a 22% increase in website visits.

Interior Refresh: Ms. Benefico reported that the plaque for the entry foyer commemorating the original schoolhouse has been ordered. Also it was decided that a new committee chair would be assigned for the Children's Room refresh as Ms. Benefico's term on the board is over in September. Ms. Savage volunteered, and Ms. Nelson and Ms. Walsh will join her on the new committee.

Parking Improvement:

1. Ms. Schwartz reported that the library will present results of the traffic study performed by DTS Provident Design Engineering at the September Planning Board meeting. Also according to data provided by New York State DOT, during the past three years, there were 3 accidents at the route 137/124 intersection, none involving vehicles entering or leaving the library parking lot. We are still in the informal phase of this process, but once a decision is made on how to proceed based on findings, a more formal phase could be put into motion which will incur costs to the library as well as meetings with town engineer and DTS Engineers.
2. Potholes in the upper section of the parking lot have been an ongoing problem, made worse by the heavy vehicles and equipment at the library in anticipation of the paving project. A proposal was submitted by Lawrence Construction to remove existing pavement that is cracked and unsuitable for overlaying, and filling the potholes. As the parking lot project is indefinitely delayed, the board feels the potholes should be fixed. Since Lawrence Construction has been working with the library and equipment is on premises, it makes sense to consider their proposal, and not secure two other bids. Mr. Clark made a motion to approve \$7,150.00 payable to Lawrence Construction to remove existing failed pavement and replace with layer of binder. Ms. Walsh seconded. All in favor. Discussion followed on whether any of the library's endowments, funds, or bonds coming to maturity can be used for maintenance. Mr. Clark will look into this.

Director's Report: Jennifer Coulter.

- The fence surrounding the front of the library needs to be repaired. If we do final replacement it will involve applications and approvals by both Landmarks and Historic District Commissions. Ms. Schwartz made a motion to approve the \$2,345.00 work order from Genesis Pro to fix the fence without finials. Ms. Nelson seconded. All in favor.

- The library's Workers Compensation Policy is up for renewal on August 5, 2023. Two bids were presented. Mr. Clark made a motion to stay with our current insurer, Utica National, for the next 12 months at a cost of \$2,352.00. Ms. Schwartz seconded. All in favor.
- An estimate was provided by Creative Library Concepts for the Childrens Room Refresh in the amount of \$85,000. Further discussion will take place by the new committee.
- Trustee Election. One position is open. Interested parties can fill out the petition found on the library website or hard copy is available at the library. Ms. Coulter will get pricing for a "Call for Trustees" ad in The Record review. In the meantime, the information is posted on the library website, Facebook and Instagram. A new election coordinator is needed and Ms. Coulter is working on this.
- Two events coming up: "Songbook – Music of America's Great Songwriters" on July 15 at 3:00 PM featuring Pete Malinverni. And on July 20th, The Pound Ridge Conservation Board is hosting an Art Reception celebrating their 50th Anniversary. There will be a gallery of nature photography on display by local photographers.

9:27 PM Public Remarks - None

9:27 PM Public Meeting Adjourned

9:31 PM Executive Session began

9:38 PM Executive session ended