

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
August 23, 2023

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

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

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes from the July 13, 2023, Board Meeting; Mr. Clark seconded. All in favor.

The next Board of Trustees meeting will take place at the library on Wednesday, September 20, 2023.

The Trustee Election will be held at the library on Tuesday September 19, 2023 from 2:00 PM to 8:00 PM.

Facilities Update: Ken Gilman

- New mailbox installed
- Roof leak near front of library repaired by MAK Construction. Mr. Gilman said there should not be more problems, but he will continue to monitor the shingled roof.
- Repair of fence will be covered in the Director's Report

COMMITTEES

Finance: John Cristiano. Mr. Cristiano is preparing documentation for the library's new financial advisor, Barry Butlien of Westchester Financial Advisors. Once complete, Mr. Butlien will be invited to speak to the board.

Governance: Michael Clark. Review of Collection Management Policy. This document lays out the procedures governing selection, procurement, cataloging, evaluation and removal of library resources. Mr. Clark emailed the policy to the trustees for review prior to the meeting. Ms. Schwartz made a motion to approve the Collection Management Policy. Ms. Benefico seconded. All in favor.

Public Relations. Jenna Wise. Ms. Wise made note of the library's ad in the Record Review's special Back to School Insert. Ad was a big success!

Program Development: Selena Shen. Ms. Shen is working on new budget with Ms. Coulter, making adjustments for adult programming and other programs. Mr. Ramsay said that SAT/ACT program will continue in September.

HR/Legal: Valerie Nelson – To be discussed in Executive Session

Long Range Planning: John Cristiano – nothing new to report

Children's Room Refresh: Jennifer Savage – nothing new to report

Parking Improvement: Bonnie Schwartz. The traffic study report from DTS Provident has been completed and reviewed by trustees. Ms. Schwartz will submit the report to the Planning Board by September 14th and request that the library be on the agenda to discuss the findings. This will be the last opportunity for the library to present in front of the planning board on an informal basis, before moving on to a more formal phase which will incur costs associated with engineers and other professional consultants. The Parking Improvement Committee will meet before the Sept 28 Planning Board meeting to prepare and strategize. Discussion followed among board members regarding the need for more spaces, parking lot safety and financing this project. All board members are invited to participate in the pre-meeting and encouraged to attend the planning board meeting. Ms. Schwartz will coordinate.

OEM: Bonnie Schwartz – nothing new to report

Technology: Michael Clark – nothing new to report

Vendor Contract Review: Bonnie Schwartz – nothing new to report

Financial Update: Michael Lewis.

Highlights:

Balance Sheet Comparison as of July 31, 2023:

- Total cash assets are approx. \$1.2 million, down about \$500,000.00 from last year at the same time, primarily due to costs incurred from the interior refresh and the parking lot improvement project.
- Total other assets (Schwab accounts) are slightly down, about \$24,000.00 from this time last year
- Total assets are shy of \$2 million.

Profit and Loss Comparison January – July, 2023

- Total Income is up about \$35,000.00 mostly due to cottage rental, passport issuance and interest income being significantly higher.
- Library Services fairly consistent with previous year, up about \$7,000 due to professional consultants (7165) and equipment purchases (7301)
- Total Property and Grounds is down about \$18,000 from prior year
- Salary and benefits are slightly up
- Utilities are pretty level.
- Net income is \$-107,450.06 mostly due to parking lot project

Warrants

- Ms. Walsh made a motion to approve the warrants in the amount of \$50,643.82; Ms. Benefico seconded; all in favor.

BUDGET – presented by Mr. Lewis and Ms. Coulter. Mr. Clark thanked Ms. Coulter for her work on the annual budget, stating it was a “responsible budget.” Budget for 2024 will be \$823,747.00. Ms. Nelson made a motion to approve the 2024 budget as presented by Mr. Lewis and Ms. Coulter. Ms. Walsh seconded. All in favor. Budget will be posted to the library website.

Mr. Clark gave an update that on August 16 he transferred \$60,000 from Chase Savings to Chase Checking account to cover bills and payroll. He will also be transferring \$350,000 to a 90 day CD with higher interest rate than savings account. As of today’s date, our accounts are: Chase Checking: \$55,656.29; Chase Savings: \$890,067.25. Key Bank Checking: \$5,000; Key Bank Savings: \$235,775.38. funds.

Director’s Report: Jennifer Coulter.

- The fence repair will start the week of Aug 28
- Trustee Election on Sept 19 – one candidate – Anne Benefico. Election coordinator will be Hannah Van Tilburg, one of the library’s part-time clerks.
- Trustee Education Requirement – all trustees must complete 2 hours of training; Ms. Coulter provided an update to the trustees on fulfilling this requirement.

* During the course of the meeting, Ms. Benefico made a suggestion to add “New Business” to future library agendas. This will be added before Public Remarks

** Stephanie Sarkis was in attendance and addressed the board. The Pound Ridge Library Foundation will be streamlining an application form to be used by the library in making requests for funds. Current needs include an improved acoustic system for the Schaffner Room and funds for the parking lot project, pending planning board approval. Ms. Sarkis will present to the foundation members.

8:36 PM Public Remarks (Stephanie Sarkis from the Foundation had spoken earlier in the evening – see ** above)

8:36 PM Public meeting adjourned

8:40 PM Executive Session began

9:02 PM Executive Session adjourned