

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
November 21, 2023

President Bonnie Schwartz welcomed trustees and attendees and called the meeting to order at 7:30 PM.

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

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes from the October 24, 2023 Board Meeting; Mr. Clark seconded. All in favor.

The next Board of Trustees Meeting will take place at the library on Thursday, December 14, 2023, at 7:30 PM.

A holiday gathering for trustees / staff / guests will take place at 6:00 PM prior to the meeting.

Ms. Schwartz made mention of the new acoustic tiles installed in the Schaffner Room and the very well-attended reception with photographer Steven Vandervelden on December 9. The sound in the Schaffner Room was excellent. She thanked the Foundation.

Building and Grounds: Facilities Manager, Ken Gilman

4 estimates were presented for a new cedar roof.

Discussion Points:

- New York State Historic Preservation Office recommends using cedar shake shingles, and not asphalt.
- Mr. Gilman spoke to the Building Department and Planning Department. A building permit will not be needed initially; however, if something significant comes up during the roof replacement, the company we hire will go to Jim Perry for a permit and work will continue without delay.
- Mr. Gilman recommends Perry Verrone, LLC, at a cost of \$49,800.00. He feels the company can get us on their calendar within a month.
- The grant we applied for only covers cedar shingles, and pays 50%, payable in 2025 (\$24,900).
- Mr. Cristiano will look at library funds and determine what we can use to cover the cost of new roof.

Ms. Nelson made a motion to approve \$49,800.00 for the new cedar roof to be installed by Perry Verrone, LLC; Ms. Benefico seconded; all in favor.

Financial Update:

- Moving forward, Mr. Lewis will be attending the board meetings quarterly.
- Financial sheets were in Google Docs for trustees to review.

Balance Sheet Comparison through October 31, 2023

- Total liabilities and equity are \$1,785,344.67, down \$-424,447.62 from same period last year.

Profit and Loss Comparison January – October, 2023

- Total Income for the library is \$708,359.70, up \$+76,322.44 (12.08%) from same time period in 2022.
- Total expenses are \$820, 313.01 and when you compare with revenue of \$708,359.70, it yields a net operating loss \$-111,953.31 for this period.

Warrants:

Mr. Cristiano made a motion to approve the warrants in the amount of \$46,264.18; Ms. Walsh seconded; all in favor. Mr. Clark moved \$50,000 to the checking account to cover the warrants.

Update on Bank Accounts: Michael Clark

Total overall balance is \$1,017,773.00

- | | |
|--|---------------------------------|
| ○ \$67,626.94 in Chase Checking Account | ○ \$260,147.33 in Chase Savings |
| ○ \$350,000 in Chase CD (\$3,324.99 interest earned) | ○ \$240,000 in Key Bank account |

COMMITTEES:

Finance: John Cristiano. All our Schwab funds have been moved to our new firm, Westchester Financial Advisors. Mr. Cristiano continues to have conversations with Mr. Butlien on investment strategies for our funds; there is more stability in our funds compared to last year; we are waiting for some funds to mature; others are liquid. When needed, we will discuss accessing money for capital projects based on availability and advisement. We are in a good place.

Governance: Michael Clark. Mr. Clark presented two policies which the library is required to have per our Insurance Company, Utica National. These are: Unattended Children's Policy and Patron Conduct Policy. Policies were reviewed and edited by Jennifer Coulter, Anne Benefico and Michael Clark and were in Google Docs for trustees to review. Both policies primarily followed the wording that the ALA recommends. Discussion followed regarding cell phone usage and what the age should be for unattended children.

Ms. Benefico made a motion to approve the Patron Conduct Policy with the modification to cell phone usage (the library reserves the right to ask patrons to step away); Ms. Walsh seconded; all in favor.

Mr. Clark made a motion to accept the Unattended Children's Policy with the modification to age (an unattended child is defined as any library user under the age of 12); Ms. Wise seconded; all in favor.

Public Relations – Jenna Wise – our new social media and content consultant is working out well.

Program Development – Selena Shen. Ms. Shen mentioned that vehicle registration is moving smoothly and allows for 20 vehicles to be registered for events requiring registration, allowing more participants.

HR/Legal: Valerie Nelson. Nothing to report this month.

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

Children's Room Refresh: Ms. Nelson reported that the committee is awaiting designs from Creative Library Concepts and should have an update at the December meeting.

Parking Improvement: Bonnie Schwartz. Ms. Schwartz spoke about the community forum held at 6:30 pm and some follow-up emails that came in. The trustees were individually polled for their opinion, based on what was heard at the community forum and what is known about the history and costs of the parking lot expansion. Once a new Parking Improvement Committee Chair is chosen, further discussion and next steps will follow.

OEM: Bonnie Schwartz. Nothing to report this month.

Technology: Michael Clark. Nothing to report this month.

Vendor Contract Review: Bonnie Schwartz. Nothing to report this month.

COMMITTEE ASSIGNMENTS:

Trustees discussed which committees they would like to remain on and new ones they would like to join. Ms. Nelson suggested combining Legal with Governance, instead of Legal with HR. Some Ad hoc committees were eliminated.

Below is posted on Library website:

Committee Name	Type	Chair	Members	Status
Finance	Standing	John Cristiano	Bonnie Schwartz, Michael Clark	Active
Governance/Legal	Standing	Valerie Nelson	Anne Benefico	Active
Public Relations	Standing	Jenna Wise	Selena Shen, Jennifer Savage	Active
Program Development	Standing	Selena Shen	Michael Clark, Jennifer Savage, Alan Ramsay, Marilyn Tinter	Active
Human Resources	Standing	Anne Benefico	Maryellen Walsh, Jenna Wise	Active
Long Range Planning	Standing	John Cristiano	Michael Clark, Maryellen Walsh	Active
Children's Room Update	Ad Hoc	Jennifer Savage	Maryellen Walsh, Anne Benefico	Active
Parking Improvement	Ad Hoc	Valerie Nelson	Anne Benefico, Maryellen Walsh	Active

Parking Lot Discussion Key Points:

- Research / hire and get pricing for an engineer to assist us.
- Target number of spaces seems to be 20-30
- Issue with a back-up of cars exiting library after a program and does that that relate to the number of spaces

Change to Warrants due to Overdrive Invoice- \$46,760.14. **Mr. Clark made a motion to amend the warrants to \$46,760.14; Ms. Benefico seconded; all in favor.**

Director's Report. Jennifer Coulter.

- An event sponsored by the Library Foundation is planned for December 16. It will be a musical performance concert with Bernstein favorites to celebrate the installation of the acoustic tiles. Another big thank you was expressed by Ms. Coulter to the Library Foundation for funding the acoustic tiles.
- Drag Queen Story Time at Color Run 2024. Waiting on final decision from Pound Ridge Partnership on how to proceed with this and what format to use.
- Ms. Coulter (with the assistance of Evelyn Carmichael, our Sensory Storytime Program Leader) is applying for a grant: Libraries Transforming Communities for the purpose of increasing accessibility to better serve people with disabilities. Focus will be on children with autism and learning disabilities. Deadline is December 11.

New Business:

- Ms. Benefico thanked Mr. Clark for providing solar lights for the Ikebana Sculpture in front of the library.
- Plaques for the 3 paintings of library benefactresses are being designed. Names and individual contributions will be included on the plaque and hung under the paintings.

8:28 PM Public Remarks – Nicole Schaffer spoke about the parking lot expansion and made the following points:

- exiting the library is not complicated, and not everyone leaves at the same time after a program
- the two accidents (as documented in the traffic study) did not involve cars entering or exiting the library
- lack of community opposition speaks volumes; Ms. Schaffer feels there is support for the project
- hoping next step will be that the board gets proposals from design engineers

8:31 PM Public Meeting adjourned