

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
December 14, 2023

President Bonnie Schwartz welcomed trustees and attendees and called the meeting to order at 7:31 PM.

Present: Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Bonnie Schwartz, Maryellen Walsh, Selena Shen

Absent: Jennifer Savage, Jenna Wise

A quorum was present throughout the meeting.

Ms. Benefico made a motion to approve the minutes from the November 21, 2023 Board Meeting; Mr. Cristiano seconded. All in favor.

The next Board of Trustees Meeting will take place at the library on Tuesday, January 23, 2024 at 7:30 PM.

Building and Grounds: Facilities Manager, Ken Gilman

The Pound Ridge Landmarks Commission visited the library and approved the plans for the new cedar roof, keeping with the original roof materials. Work will begin next week (depending on weather) by Perry Verrone, LLC, the company previously approved by the board. Neighbors and tenant will be notified of possible parking and noise issues. 50% of payment due (\$24,900.00) which is included in the invoice summary.

Treasurer's Report: Mike Clark

Chase Bank: Checking \$21,353; Savings \$311,163; CD \$353,990.

Key Bank: Checking \$5,000; Savings \$237,839.

Warrants:

- Mr. Clark made a motion to approve the warrants in the amount of \$51,979.65; Ms. Benefico seconded. All in favor.
- Ms. Walsh made a motion to transfer \$75,000.00 from the Chase Savings Account to the Chase Checking Account to cover the warrants and payroll; Ms. Benefico seconded. All in favor.

COMMITTEES

Finance: John Cristiano. Mr. Lewis prepared the Balance Sheet Comparison, Profit and Loss Comparison and Budget vs Actual documents. Reports were included in Google Drive for trustees to review. Mr. Cristiano noted a few things: some programming costs are up; the passport processing is yielding income for the library; funds are yielding more interest income. The roof will be expensive but it will be a capital asset. He is looking at funds to cover expenses associated with the roof; some funds are not liquid yet.

Governance/Legal: Valerie Nelson. Ms. Nelson and Ms. Coulter are in the process of reviewing all existing library policies. A list of the policies was presented on the screen, including name of policy, most recent revised date, who is responsible for it (ie: committee), when next review is required, and current status (up-to-date, under review, needs review). Several policies will be added to the Personnel Policy instead of being a separate policy – they are: Active Shooter, Library Holidays, Whistle Blower and Emergency Disaster. Two policies have been reviewed and are updated. Ms. Schwartz made a motion to approve the Loan of Materials Policy; Ms. Nelson seconded; all in favor. Ms. Benefico made a motion to approve the Overdue and Lost Library Materials Policy; Ms. Schwartz seconded; all in favor. The chart will be updated by Ms. Coulter.

Public Relations: Jenna Wise (absent) no update

Program Development: Selena Shen. Ms. Shen noted that the Steven Vandervelden Photography Exhibit is doing very well. This is his very first exhibit and he is so pleased to be showing in the Schaffner Room. The Bubbles and Broadway event for Dec 16 has been met with great interest and there is a wait list for attendance.

Human Resources: Anne Benefico. The HR Committee met to discuss staff self-evaluations and to prepare annual performance evaluations. Will be completed by next month's meeting. Compensation to be discussed in executive session.

Long Range Planning: John Christiano. No update

Children's Room Refresh: Jennifer Savage (absent) Ms. Benefico noted that the committee met on Zoom with CLC and continues to review themes, drawings, furniture, etc. Nothing definitive yet. Work in progress.

Parking Improvement: Ms. Schwartz (former committee chair) informed the board that that a \$5,200.00 refund was issued to the library by Catizone Engineering. This was a refund for services that were not completed as listed on the original \$20,000.00 invoice. Ms. Nelson (current committee chair) announced that the Town Engineer has agreed to review the traffic study at no cost, and he and Ms. Nelson will meet to discuss it in the new year.

Director's Report/New Business:

- Ms. Coulter applied for a \$10,000.00 ALA Accessibility Grant for small and rural libraries. We find out in February and possible ideas for using funds could be programming, technology, materials for neurodivergent community. Also looking into a motorized stair lift to the lower level room.
- Discover Books could install a Book Donation Bin (photo was displayed on screen) on the outdoor premises – they would collect the books every two weeks and sell or redistribute them to Schools in Need, Prisons, Community Centers, Veterans organizations and Boys and Girls Club. It was suggested that Ms. Coulter research the policies and mission statement of the organization before we commit.
- Ms. Coulter announced to the board that after serving as Secretary for the Public Library Directors Association she has now been elected Vice President in the coming year.
- Discussion took place about adding two additional microphones to the Schaffner Room. Ms. Coulter had previously looked into this, and the cost would be \$10,000+. Ms. Coulter felt there is no return on investment. Suggestion was made for hanging microphones, or perhaps we bring laptops and dial in to ZOOM, or with the new acoustic tiles, we could do some practice meetings and see if the sound is effective without the need for microphones.
- Ms. Schwartz spoke with town resident Ari Fleischer, who would like to add a plaque honoring his mother below a tree on our property that had been planted in memory of his grandmother. The new plaque would be similar to the original for his grandmother and they would be installed side by side. Board in agreement.
- President's Report: The Public Relations Committee will review two reports that are prepared at end of year: The President's Report, which is a letter composed by Ms. Schwartz and presented to the board and community as well as an annual report from the library itself to the community. They will be read at the next meeting and posted to the library's website.

8:09 PM Public Remarks

8:11 PM Public Meeting adjourned. Ms. Nelson made a motion to adjourn; Ms. Shen seconded; all in favor.

8:15 PM Executive session commenced.

8:57 PM Executive session adjourned.