

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
January 23, 2024

Vice President Valerie Nelson welcomed trustees, staff and attendees and called the meeting to order at 7:30 PM.

Present: Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Jennifer Savage, Selena Shen

Absent: Bonnie Schwartz, MaryEllen Walsh, Jenna Wise

A quorum was present throughout the meeting.

Ms. Benefico made a motion to approve the minutes from the December 14, 2023, Board Meeting; Ms. Shen seconded. All in favor.

The next Board of Trustees Meeting will take place at the library on Wednesday, February 28, 2024 at 7:30 PM.

Building and Grounds: Facilities Manager, Ken Gilman

- The new roof is completed, and the installation went smoothly.

Warrants

- Ms. Nelson opened a discussion regarding the invoice for the Record Review, based on the news that the paper is no longer in business. The consensus was to pay it, so the amount for warrants is unchanged at \$59,807.18.
- Mr. Clark made a motion to approve the warrants in the amount of \$59,807.18. Ms. Savage seconded. All in favor.
- Current bank balances are: Chase Checking: \$34,084.40; Chase Savings \$236,174.23 and Chase CD \$353,990.00. Key Bank Checking: \$5,000.00 and Key Bank MM Savings \$238,041.17.
- Treasurer, Mike Clark, will move \$75,000.00 from the Chase Savings to the Chase Checking account to cover warrants and payroll.

Financial Update:

- Mr. Lewis was present and financial reports were in trustees' folders for review. No questions.
- The year end audit will be done in February and will be presented to the board in April.

COMMITTEES

Finance. John Cristiano.

- Mr. Cristiano met with Ms. Coulter and they designed a shorter, more concise Balance Sheet and Profit and Loss Comparison sheet, which was in the trustees' folders, as well as the more detailed sheets prepared monthly by Mr. Lewis. Mr. Cristiano explained that the two new cover sheets make it easier to understand money in (revenues) and money out (expenditures) for the operation of the library.
- Mr. Cristiano made a motion to approve the terms and fees of the engagement letter from PKF O'Connor Davies; Ms. Benefico seconded. All in favor.

Governance/Legal. Valerie Nelson

- Ms. Nelson reached out to trustees to confirm whether they completed the mandatory annual training required by NYS Library System. Still waiting to hear from one trustee. All other trustees are in compliance and Ms. Coulter updated the 2023 Trustee Education Hours spreadsheet and included it in Google Drive. Ms. Nelson reminded trustees that they are obligated to complete the same amount of training hours for 2024.
- Ms. Nelson informed the board that in the new Trustee Handbook, there is a recommendation as well as a guide for trustees to do a self-assessment.
- Ms. Nelson and Ms. Coulter reviewed/edited/updated The Pound Ridge Library District Personnel Policy document. Biggest change was to vacation benefits. Document was included in Google Drive for all trustees to

review prior to meeting. Mr. Cristiano made a motion to approve the Personnel Policy; Ms. Shen seconded; all in favor.

Public Relations. Jenna Wise

- Ms. Coulter informed the board that a decision was made by PR committee to discontinue the services of an outside social media consultant and the work will be done in-house and shared by Ms. Coulter and Ms. VanHilburg.

Program Development. Selena Shen

- Ms. Shen and Ms. Coulter discussed how Great Courses will be conducted moving forward. Also discussed were low attendance at Chess and All Age Stories, which Mr. Ramsay addressed. Mr. Clark suggested supplementing the Chess program with other board and/or video games.

Human Resources. Anne Benefico

- Ms. Benefico discussed the 5.17% increase in the annual premium for employee health insurance provided by Empire Health. Ms. Coulter requested that the employee deduction remain the same as 2023, meaning the staff would incur the same payroll deduction as in 2023 despite the 2024 premium increase. Board asked for exact numbers from Ms. Nardelli, to see what the cost will be to the library, so we can adjust budget. Heidi will get the number.
- Ms. Benefico also called for an executive session.

Long Range Planning. John Cristiano

- The Foundation is doing their annual planning and contacted Ms. Coulter about the library's immediate plans and projects. Mr. Cristiano and Ms. Coulter will be meeting with Stephanie Sarkis from the foundation to discuss, and the Childrens Room Refresh and Parking Lot expansion are on the list

Children's Room Refresh. Jennifer Savage.

- The committee is still waiting for additional designs/proposals/costs from CLC.

Parking Improvement. Valerie Nelson

- Ms. Nelson is trying to set up a meeting with the Town Engineer to discuss the results of the traffic study.

Director's Report/New Business. Jennifer Coulter

- Book Donations. Many inquiries are made to the library about donating books. Ms. Coulter recommends we use a service called Discover Books. They provide a well labeled bin for dropping off books. Ms. Coulter will contact the town to discuss potential bin placement, rather than using the library grounds.
- A QR code is going to be added to paper flyers so patrons can scan the code and register for events.
- A new feature is being added to the library website permitting library patrons to recommend books they would like the library to consider added to our library collection.
- New Digital (and free of charge) offerings in February will include: MediciTV, The Shelf and Mango Languages.
- Ms. Coulter reached out to the Pound Ridge Partnership requesting further clarification as to why a request to co-host a Drag Queen Story Time at Color Run 2024 was declined. The sponsors would be the Pound Ridge Partnership and the Human Rights Advisory Committee.
- The Pound Ridge Library was featured in the magazine Connect to Northern Westchester (formerly Katonah Connect). The article included the library's list of free resources, which is considerably longer than other local libraries. Ms. Coulter is pleased with the exposure this article gave us, as it raises community awareness of the services we offer.
- In the WLS Member Libraries List, the Pound Ridge Library scored #7 in Number of Library Programs we offer; #9 in Attendance of Library Sponsored Programs; #4 in Adult programs; #9 in Juvenile Programs. Ms. Coulter explained that we are competing against libraries in cities of 200,000+ population, and these numbers are excellent.
- A long-term town resident has requested use of the Schaffner Room to show a film commemorating a recently deceased family member. Attendance is expected to be 100 guests. Since our Schaffner Room policy excludes

personal and private events, and taking into consideration the lack of parking to accommodate the guest list, the consensus was to deny the request.

- February is National Library Lovers Month. There will be eye-catching displays in the library as well as an upcoming social media campaign for the month. Ms. Coulter encourages trustee participation too – maybe submit a photo with our favorite books.

Other New Business:

- Ms. Benefico let the board know that the benefactress's name plaques have been installed under the 3 paintings.
- Ms. Schwartz will read the annual President's Report at the February Board Meeting.
- Ms. Coulter is working on the Annual Report to the community.

8:24 PM Public Remarks – none

8:24 PM Public Meeting Adjourned and Ms. Nelson made a motion to go into Executive Session; Mr. Clark seconded; all in favor.

8:25 PM Executive Session Commenced

9:10 PM Executive Session Ended

9:11 PM – Regular Session Reopened

- Salaries increased by \$5,004.00.
- Ms. Nelson made a motion to approve the Health Plan with no additional cost to employees; Ms. Shen seconded; all in favor.

9:14 PM Regular Session Adjourned