

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
February 15, 2024

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

Present: Michael Clark, John Cristiano, Bonnie Schwartz, Selena Shen, Maryellen Walsh, Jenna Wise

Absent: Anne Benefico, Valerie Nelson Jennifer Savage

A quorum was present throughout the meeting.

Mr. Clark made a motion to approve the minutes from the January 23,2024 meeting; Maryellen Walsh seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Tuesday, March 19, 2024, at 7:30 PM.

Ms. Schwartz read the 2023 Annual President's report, covering the following categories: Financial Overview, Programs and Outreach, Technology and Innovation, Facility Enhancements, Community Collaboration, Volunteer Recognition, Moving Forward. Upon the suggestion of Ms. Wise, an additional category will be added to the letter called Enhanced Services and Amenities highlighting new services the library offers. The final version of the 2023 Library Board's President's Report can be found on the library website.

Financial Update and Treasurer's Report

Mr. Clark reported the following:

- Key Bank - \$5,000 in Checking and \$238,243.43 in Money Market Savings Account
- Chase Bank - \$34,016.00 in Checking, \$161,184.01 in Savings and \$353,990.00 in CD
- WFA Portfolio (Endowment) Account has a total of \$796,357.68 and \$47,527.51 in cash reserves.
- Mr. Clark asked that the trustees be polled regarding the transfer of the cash reserves from the endowment account to the Chase Checking Account to cover expenses related to the new roof, which is a capital expense and also considered maintenance, which adheres to the Wood Family endowment restrictions. All present board members were in favor.
- Mr. Clark made a motion to move the total cash reserves from the WFA Portfolio Account to the Chase Checking account; Mr. Cristiano seconded; all in favor.
- Mr. Clark sent the town the library's new banking account information so the first installment of the tax levy (\$100,000.00) can be deposited. The \$674,000.00 balance will be deposited in May, 2024.
- Ms. Schwartz noticed an error on the Balance Sheet Summary prepared by Mr. Lewis, under 2691, Deferred Revenue - Tax Levy. Mr. Cristiano will check it and a correction will be made.

Warrants

- Mr. Cristiano made a motion to approve the warrants in the amount of \$34,689.98; Ms. Walsh seconded; all in favor.
- Mr. Clark will move \$75,000 from the Chase Savings Account to the Chase Checking Account to cover warrants and upcoming payroll.

Public Relations – Jenna Wise. Social Media and Creative have been brought in-house and Ms. Wise and Ms. Coulter are taking over this function and collaborate regularly on ideas, designs and posts, etc. The Record Review has suspended publication, and we will be saving money on advertising and we should consider other avenues to use these funds. Ms. Schwartz mentioned hanging banners under the Pound Ridge Library Sign outside of the library on Westchester Avenue. In the past, we have purchased banners from Vista Print. Also we might consider advertising in other publications such as Northern Westchester Connect and Mt. Kisco Times.

Program Development – Selena Shen. Ms. Shen thanked Mr. Ramsay for providing feedback and making suggestions on some of the programs as well as updates on the parking situation. The Schaffner Wing General Policy has been reviewed and updated by several board members, along with staff input. This includes rules and checklist for using the Schaffner Community Room.

- Ms. Shen made a motion to accept the updated Schaffner Room Policy and associated materials; Mr. Clark seconded; all in favor.

HR - Ms. Walsh noted that there will be an executive session to discuss staff education and professional development.
Children's Room Refresh - Ms. Walsh reported that 3 new designs were submitted by CLC and the HR committee met to discuss. There were aspects from all three designs that were well-received by the committee and they reported this to Nancy at CLC who will submit a final design for review. Ms. Coulter added that CLC's prices are very competitive, and since we don't have a definite timeline or deadline, we can take the time getting this final design exactly as we want it before presenting to the board.

Director's Report:

- Ms. Coulter announced that the Director's Annual Report to the community is in its final draft, and she is waiting for circulation statistics from WLS.
- Digital Resources – Ms. Coulter continues to make the community aware of all the various digital resources the library offers.
- Patron Purge – WLS will begin purging approx. 1500 expired accounts from the database. Ms. Coulter explained that this can be a great opportunity for a community outreach campaign: "come back to the library and renew your card and see what you are missing." A discussion followed on perhaps sending out a mailer/postcard to new homeowners making them aware of our library and all its services. Ms. Walsh will obtain a real estate list.
- Ms. Coulter and Mr. Cristiano met with Ms. Sarkis and Ms. Forbes from the Foundation and discussed future collaborations. A program called Literary Character Photo was one of the ideas presented by Ms. Coulter. This is a program where a literary character is photographed with our young patrons for special events like Childrens Book Week or Take Your Child to the Library Day. The cost for this program is \$250.00 an hour. Also presented was Drag Queen Storytime at a cost of \$500.00. Board approval would be required before individual grants are requested.
- February is National Library Lovers Month. There is a lot of signage around the library and lots of social media posts, emphasizing all the reasons to love the Pound Ridge Library. Ms. Coulter encouraged board members to stop into the library and take a photo with their favorite book.
- Museum Pass Poll – With the 2024 budget increase for Museum Passes, Ms. Coulter researched other museums that might be of interest to our patrons, including The Guggenheim, MOMA, and others. Patrons have an opportunity to voice their opinion on Facebook and Instagram to see what museum passes they would like added to our offerings.
- Rental of Lower Level Meeting Room. A request has come in from a private group to conduct a summer acting camp in the lower level meeting room. A discussion followed. Concerns were raised over parking lot issues and liability. Also renting to private groups vs community groups. Renting could produce a nice revenue stream. Ms. Coulter will conduct more research regarding how other libraries handle this, and further discussion will take place at next month's meeting.

8:07 PM Public Remarks – Ms. Forbes (on Zoom) from the Library Foundation expressed gratitude for the continued collaboration between the library and the foundation.

Ms. Shen brought up The Charlie Cart which is a mobile kitchen unit for food education. It comes with lesson plans. The cost is \$15,000 and for now, we will not proceed.

8:15 PM – Public Meeting Adjourned

8:20 PM - Executive Session Commenced

9:15 pm - Executive Session Adjourned