

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

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

Present: Anne Benefico, Valerie Nelson, Jennifer Savage, Bonnie Schwartz, Jenna Wise

Absent: Michael Clark, John Cristiano, Selena Shen, MaryEllen Walsh

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes from the March 19, 2024, meeting; Ms. Benefico seconded; all in favor. The next Board of Trustees Meeting will take place at the library on Tuesday, May 21, 2024, at 7:30 PM.

Building and Grounds: Ken Gilman

- Fire Inspector will be at the library on Thursday 4/25 ensuring everything on the list he presented has been completed. We are awaiting a CO for the downstairs room in the main library.
- Luppino Landscaping should be completing the construction of a culvert in the neighbors' driveway within the next 2-3 weeks.
- The well pump broke this morning. Better Water Wells responded quickly and within 4 hours water was restored to the library and cottage. The company suggested a "collar" for safety and health purposes, and they will send us an estimate.
- Irrigation system is turned on for the season.

Financials – The Profit and Loss Statement and the Balance Sheet prepared by Mr. Lewis were included in the Google Docs for the trustees to review. It was noted by Ms. Schwartz that the income from the passport program is impressive and she thanked Ms. Coulter.

The Treasurer's report was also included in the trustees dropbox:

Chase Bank

Checking \$66,181.14; Savings 156,193.74; 6 month CD \$358,007.79

Key Bank

Checking \$5,000; Savings \$238,635.37

Westchester Financial Advisors

Wood Capital \$266,821.36; Wood Maintenance \$260,762.17; General Maintenance \$217,384.18

ACTIONS: Mr. Clark transferred \$30,000 from Chase Savings to Chase Checking Account to cover April invoices

Warrants

- Ms. Nelson made a motion to approve the warrants in the amount of \$32,820.30; Ms. Benefico seconded; all in favor. Ms. Schwartz will check if any monies need to be transferred.
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Cottage Lease Renewal: The trustees reviewed the detailed real estate market analysis report and comps that Ms. Walsh prepared. The Board agreed to extend the lease to the current tenants for another two years which commences in October 2024. The rent increase will be \$100.00 a month for the first year (\$2,700.00) and another \$100.00 a month in the second year (\$2,800.00). Ms. Coulter will notify the tenants.

COMMITTEE UPDATES

Governance/Legal – Valerie Nelson

Policies: Ms. Nelson suggested no changes to the **Public Participation Rules**. Ms. Benefico made a motion to approve the Public Participation Rules as written with no changes; Ms. Wise seconded; all in favor.

The Board reviewed the thank you letter that is sent to donors and agreed on a few changes. Ms. Coulter will prepare the final draft.

Public Relations – Jenna Wise

Ms. Wise noted that for National Library Week, the library ran several giveaways and offered several incentives including a raffle for a Kindle Fire. So far there are over 100 entries. There are also 50 feedback forms with valuable input. Drawing will be held on April 30.

Ms. Wise and Ms. Coulter are in discussion regarding advertising in other northern Westchester publications, since the demise of the Record Review. Noted was that our programs are popular so not sure how much new advertising we should do. Ms. Wise is working through some pitches and angles for future programs.

Program Development: Ms. Nelson inquired if there have been any RSVP's to the May 4 Community Conversation discussing programs to better serve patrons with disabilities. Ms. Coulter said a few people have RSVPd for the Zoom link. Ms. Coulter will address in the Director's Report.

Human Resources – Anne Benefico

There will be a new healthcare insurance plan for the library staff starting May 1, 2024. We are moving from Emblem Health to United Healthcare-Oxford. Ms. Coulter researched various plans and discussed with her staff, and this new plan is better suited for their providers and facilities. The new plan is \$81.00 less per month.

Children's Room Refresh – Jennifer Savage. The Committee met on April 10th. The committee agrees on the new theme and also the floor plan as designed by CLC, but is still in the decision-making process for furniture and shelving. Ms. Coulter researched furniture online, and also reached out to Nancy at CLC who said she could have anything built to our liking. An update will be provided next month.

Parking Improvement – Valerie Nelson – no update

Ms. Schwartz noted that there has been a lot of rain and she will follow up with Ken Gilman about the drains in the parking lot ensuring they are cleaned out.

Director's Report – Jennifer Coulter

- Update on Grant Request to the Pound Ridge Library Foundation - *Literary Character Photo Opportunity*. Ms. Coulter has decided to withdraw this grant request as there was some concern from the Foundation on one of the authors, Dr. Suess, and his literary characters. It was agreed by the board to add funds for this program in next year's budget.
- The library received a Grant from the ALA for \$10,000.00 for the purpose of improving services for the disabled community. On May 4, the library will hold a "Community Conversation" addressing this. Ms. Coulter explained that if there is no enthusiasm for this, she will switch the focus to automatic sliding doors and a wheelchair ramp at the library's side entrance. Ms. Coulter has reached out to a list of 175 which includes relevant organizations, schools and libraries to let them know about the May 4 event. Ms. Benefico will repost the event on the Pound Ridge Community Facebook page and Ms. Wise will repost on the Pound Ridge Working Mother's Facebook page. Ms. Coulter said she has received some feedback to the on-line survey after the event was mentioned in the supervisor's newsletter.
- T-Mobile Grant – up to \$50,000.00. Ms. Coulter is exploring this for the purpose of possibly adding a wheelchair ramp and automatic sliding doors to the side entrance. Ms. Coulter also reached out to the Foundation to inform them that this is a possible project on her radar.
- Eco-Afternoon sponsored by the Pound Ridge Partnership. April 27th from 12-3 pm. Library will be participating. The Seed Garden will be available and we will also have Eco Arts and Crafts. Ms. Coulter invited trustees to attend.
- Author Talk and Reception for Trans Poet/Author Diana Goetsch sponsored by HRAC, Pound Ridge Partnership and Booksy Galore. Ms. Coulter was asked if the library would like to collaborate on this event. Discussion followed and the board agreed to collaborate once we know what is needed from the library, e.g. venue for the event, putting up a display of books adhering to the theme, funding. Ms. Coulter will report back to the board.

New Business

Ms. Nelson asked Ms. Coulter to explain the Utica Insurance Policy renewal. Ms. Coulter announced that she received the policy renewal notice and deductibles have increased as follows: Property deductible from \$1,000.00 to \$2,500.00 and Flood deductible from \$500.00 to \$2,500.00.

8:04 PM Public Remarks

Katherine Long, representing the Library Foundation, asked about the Drag Queen Storytelling event. Ms. Schwartz said the discussion was tabled for the time being, adding that the library is funded by tax dollars, and we have to answer to the community, and this remains a controversial topic. Ms. Wise said that as a steward of the library, she has to put aside her personal support and we all have to do what we think is best for the library, especially given the current national climate.

8:07 PM Public Meeting adjourned**No executive session**