

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

President Bonnie Schwartz welcomed trustees, staff and attendees and called the July 23, 2024 meeting to order at 7:18 PM.

**Present:** Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson (7:22 PM), Jennifer Savage, Bonnie Schwartz, Selena Shen, Jenna Wise, MaryEllen Walsh

A quorum and 100% attendance was present throughout the meeting.

Mr. Clark made a motion to approve the minutes from the June 18, 2024, Board Meeting, Ms. Benefico seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Thursday August 22, 2024 at 7:15 PM.

Ms. Schwartz called for an Executive Session after the public meeting.

**Building and Grounds: Ken Gilman**

- Tree trimming is taking place on the library grounds
- Mr. Gilman and board discussed painting a one inch safety stripe on each step leading to the upper parking area. White paint is preferred. This stripe will illuminate the steps for better visibility.
- Drainage pipe is working well in the driveway leading to neighbors homes.

**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. **Total Assets:** \$2,120,150.78

The **Treasurer's Report** was included in trustees' folders. Mr. Clark is planning on opening another CD with Chase in the amount of \$200,000.

Current holdings:

**Chase Bank**

Checking \$79,216.06; Savings \$656,216.96; 3 month CD \$362,017.48

**Key Bank**

Checking \$5,000; Savings \$239,231.06

**Westchester Financial Advisors**

Wood Capital \$274,682.86; Wood Maintenance \$268,627.27; General Maintenance \$223,879.07.

**Warrants**

- Ms. Nelson made a motion to approve the warrants in the amount of \$57,575.85; Ms. Shen seconded; all in favor.

**COMMITTEE UPDATES**

**Finance** – Mr. Cristiano and Ms. Coulter had a meeting and reviewed the proposed 2025 budget. They are comfortable with it. The 2024 Audit will be presented at the August meeting. Mr. Cristiano requested a copy of it to review before it is presented to the board. The Investment Policy was discussed. Mr. Clark and Ms. Nelson suggested some changes. Mr. Cristiano made a motion to accept the Investment policy with the proposed changes; Ms. Shen seconded; all in favor. The Monetary Gifts Policy is tabled until next month pending a Friday July 26 meeting that Ms. Nelson has with members of the Foundation.

**Governance/Legal** – Ms. Nelson informed the Board that as Governance/Legal Committee Chair, she reviews all policies. As policies are reviewed/updated/approved, it is also noted when the policy should be reviewed again. Some are as often as one or two years; some at five to seven years. Ms. Coulter does an excellent job of keeping track of all the policies.

**Public Relations** – Ms. Wise connected with The Recorder and they are running a few library ads on their beta site at no charge to the library. And the most recent ad on The Recorder website had over 600 clicks! She thanked Ms. Coulter for collaborating on this. It was suggested that we remind The Recorder about our meetings so they can attend in person or

on Zoom. Ms. Schwartz will put a call into Neal Rentz, who was formerly assigned to covering the library when he was with The Record Review.

**Program Development** – Ms. Shen reported that other libraries have a “policy” regarding heat restrictions for outdoor summer events. It was noted that Kurt Gallagher will not perform in temperatures above 85 degrees. Mr. Ramsay noted that Bedford Academy of Music will not perform outdoors if it gets above 83 degrees. Ms. Nelson suggested we add an announcement on the library website notifying patrons of our vendors’ policies regarding temperatures for outdoor events. Ms. Shen and Ms. Wise will write this.

**Human Resources** – Ms. Benefico announced that Hannah VanTilburg has been officially hired as Librarian I.

**Long Range Planning** – Mr. Cristiano. No update

**Children’s Room Refresh** – Ms. Savage reported there has been lots of progress and the children’s room refresh will be completed in collaboration with several different vendors. Accompanied by visuals on the screen, the room will include: lower curved shelving, front-facing browsing boxes, custom made tree canopies, 3 adult chairs, area rugs, ottomans, bean bag chairs, pillows, wall decals all keeping with the outdoor tree/forest theme. 3 bids were projected on the screen, and the one with CLC for the furniture came in the lowest at \$76,234.35. Ms. Coulter announced that the wall-to-wall carpeting selected by the committee had been discontinued and the committee would have to select another one. Kanter’s Carpet will honor the original price, so the budget number stays the same. Ms. Wise suggested that instead of disposing of older furniture in the library we repurpose the items. Ms. Nelson suggested that if we decide to paint ceiling tiles with a cloud theme, we purchase extra ceiling tiles in case any tiles suffer water damage in the future, and we will have back-up. Ms. Coulter emphasized that the library can finance this project independently using funds from the 2024 budget. She expressed concern that if we wait for the Foundation to make their decision and/or complete their fundraising efforts, some of the items we wish to order might be discontinued. Ms. Nelson has a meeting with the Foundation on Friday to discuss this. Ms. Nelson asked if the Board was comfortable with funding this project ourselves or do we prefer funding with the Foundation? Ms. Schwartz said she is in favor of funding ourselves. Mr. Cristiano said the finance committee is 100% on board with using library funds. Mr. Clark suggested we could use some library funds and perhaps tap into endowment funds. Either way, Mr. Cristiano said the finance committee is committed to financing this project ourselves no matter how we break it up. It was decided to round the number off to \$80,000 as an electrician might be needed to do wiring and add outlets to the posts by the computer tables. **Ms. Nelson made a motion to set a budget of \$80,000 to fund the children’s room renovation as laid out by the committee; Ms. Benefico seconded; all in favor.**

#### **Parking Improvement:**

- Ms. Nelson spoke to the engineer, Jason. He has concerns over the DTS report. He felt there were inconsistencies in the report, especially with site distance. He would have hoped the report to say something like “ the library can add 30 more spots without any impact.” Valerie is going to get a meeting together with DTS and Jason. This meeting will determine next steps and if we go in front of the planning board.
- Mike Peirce, a neighbor who lives behind the library, wrote a letter to the town expressing concern over cars using the driveway leading to his home for parking. Jim Perry, Pound Ridge Building Inspector and Thomas Mulcahy, Chief of Police made a site visit to the library and filled out a report that the overflow parking is on library property and cars are permitted to park there. Employees and patrons can park there when it is necessary as long as driveway access is not blocked. Ms. Coulter will be printing signs to be placed in the windshield of these cars noting that the car belongs to library staff or that a patron is attending a library event. The library is responding to Mr. Peirce’s letter and including the police report.
- We are going to ask Luppino Landscaping to provide a quote to compress the ground and possibly cut back some brush on both sides of the dirt road which leads back to the neighbor’s homes to accommodate overflow parking.
- We are also getting prices for striping the parking lot spaces.

#### **DIRECTOR’S REPORT** – Jennifer Coulter

- Our IT agreement with WLS is coming up for renewal. The cost per desktop is increasing from \$900.00 to \$1100.00. Ms. Coulter is pursuing outside vendors to provide this service, which includes email support, device support and maintenance, and cyber security threats. We would have to stay with WLS for the mainframe connection. Other libraries have pursued outside vendors and Ms. Coulter will be getting pricing. We need a decision before Oct 1 as that is when we re-sign with WLS for IT Services that begin in 2025.
- 2025 Budget: Budget was presented on the screen. Major changes were highlighted in green. Ms. Coulter, Mr. Cristiano, Ms. Nardelli and Mr. Lewis reviewed the proposed budget and are confident in the numbers. Increases

were made to Adult Programming and Children's Programming and Public Relations. Increase in budget for Adult E-Books and Audio Books, and a decrease for Adult Print Books. Ms. Coulter said that digital services are very expensive with audiobooks costing \$90.00, and E-books at \$60.00 as opposed to print books at \$30.00. The trend with libraries is moving toward digital services. This budget will be presented to the Town of Pound Ridge, noting that the total budget number remains the same and the residents will not incur an increase in their taxes. The budget, once approved, can be viewed on the library website.

**Mr. Cristiano made a motion to approve the 2025 budget; Ms. Nelson seconded; all in favor.**

- Ms. Schwartz announced there are four openings on the board and to get the word out. Nominating petitions need to be returned with signatures by August 23rd. Ms. Schwartz asked that we get an announcement in The Recorder and make sure people are aware through social media that we are seeking new board members.

**8:19 PM Public Remarks – None**

**8:19 PM Public Meeting Adjourned**

**8:23 PM Executive Session called to order**

**8:49 PM Executive Session Adjourned**