

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**March 15, 2023**

The meeting was called to order at 7:36 pm by President Schwartz.

**Present:** Anne Benefico, Michael Clark, John Cristiano, Jennifer Savage, Bonnie Schwartz, Maryellen Walsh,

**Absent:** Valerie Nelson, Selena Shen (attended on Zoom), Jenna Wise (attended on Zoom)

A quorum was present throughout the meeting.

Ms. Schwartz welcomed everyone and thanked the library staff as well as Mike Lewis and Heidi Nardelli for their hard work on the Annual Audit Report which will be presented at the April board meeting.

Mr. Clark made a motion to approve the minutes from the February 22, 2023 Board Meeting; Ms. Benefico seconded; all in favor.

Ms. Benefico made a motion to approve the minutes from the Emergency Board Meeting held on March 13, 2023, Mr. Cristiano seconded, all in favor.

The next Board meeting will take place on Tuesday April 25, 2023 at 7:30 PM at the Library.

**Building and Grounds:** Facilities Manager, Ken Gilman

- The work on the septic pipe at cottage is complete
- Cottage patio will be repaired
- Issue with cottage bathtub leak has been fixed
- Missing grate in the library driveway as a result of snow plow 3/14; Ken made adjustments to cover the gap
- Roof leak near front of library/over lobby area – issue was addressed

**Financials:** Mike Lewis

- Audit is moving along; some legal letters yet to prepare, audit is in Quality Control now

**Balance Sheet** as of February 28, 2023

- Cash position is a little over a million dollars; prior year was more; explanation due to library interior project
- Total Liabilities and Equity is down 559,728 due to market

**Profit and Loss Comparison Jan/Feb 2023**

- Total Income for January/February 2023 is up almost \$40,000.00 from same time period last year due to interest, cottage rental and tax levy
- Library Services are in line with last year
- Office G&A is up to 22,302 from last year's 15,660
- Property and Grounds is up 15,015, from last year which was 5, 562 – this is due to interior renovation
- There is an increase in medical premiums from same time period last year
- Utilities are in line
- Library yielded net income of 37,416, compared to same time period last year which was 42,907

**Budget vs. Actuals Jan-Feb 2023**

- Total Income is up about 20,000 to \$154,403
- We have spent 57% of budget
- Office G/A is in line
- Utilities are in-line

**Warrants**

- Warrants were reviewed and amount confirmed for \$47,562.15

- Ms. Benefico made a motion to approve the warrants in the amount of \$47,562.15. Ms. Walsh seconded; all in favor.
- Mr. Lewis made us aware that \$5,000 has yet to clear in previous warrants which were paid through our Signature account
- Mr. Cristiano asked status of new accounts which are still in the process of being opened with Chase Bank
- A motion was made by Mr. Clark to transfer \$70,000 from the Signature Accounts to the new checking account (once it is opened); Mr. Cristiano seconded. All in favor

#### **Committees:**

**Finance** – Mr. Cristiano – nothing new to report since February meeting

**Governance** – Mr. Clark – nothing new to report since February meeting

**Public Relations** – Ms. Wise reported that we are holding off for the time being on a logo refresh

**Program Development** - Ms. Shen thanked everyone who stepped in while she was “away” and expressed gratitude to Alan for making sure programs are not overlapping which caused the parking issues. She reported we are adding a day for both Musical Munchkins and Kurt Gallagher, making that 4 music classes per week; moving forward we will use Conant Hall when we can; starting in May we will be utilizing outdoor space like the Town Park (not June and July when camp is going on) and The Market. Ms. Schwartz added the knitting program, No Strings attached, is going well.

**Human Resources:** Ms. Coulter reported that Sam Postman, one of our part time clerks, will be leaving. Last day is March 16.

**Long Range Planning** – Mr. Cristiano reported we are in the first steps of applying for grants; we might not be eligible but we will move forward until eligibility is determined. Any information about our town demographics that is requested on the grant application can be obtained from the appropriate departments at the Town House. Mr. Cristiano also mentioned that he would like to speak with our financial advisor, Chris Kuehne, before the May meeting regarding the library’s investment strategy.

**Interior Refresh** – Ms. Benefico reported that Stan from Bedford Painting will be making some sanding and painting touchups where needed throughout the library, he will be changing the color on the brass lighting fixtures in the Reading Room to silver, and he will be painting the coat rack. In addition, he will be permanently affixing the extra carpet tiles and extra wood flooring pieces to the floor in the basement and he will be repairing and refreshing the vestibule area at the bottom of the steps leading to the basement. The 2 smaller schoolhouse desks are being refinished; 2 paintings of library benefactors are being refinished and one is already hung. Ms. Benefico suggested we have small plaques made which can be hung near the paintings to identify the names of the benefactors. On April 5<sup>th</sup>, Creative Library Concepts will tour the Childrens Room and suggest ideas for a refresh (all are invited). The Schaffner Room chairs, which were on back-order, are in and Ms. Coulter placed the order. We are obtaining bids to build a supply cabinet to fill a space in the office.

**Parking Improvement:** Ms. Schwartz informed the board we are waiting for better weather to get the project started. Lighting installation will be first (hopefully starting March 20), which includes underground cabling, conduits and steel plates. Also EV stations. Asphalt companies open mid April / beginning of May and we will arrange for paving; then striping of spaces will take place. Based on previous site walks, we are hoping to add approx. three additional spaces. There will be clear markings of where to park, and where not to park. A firetruck will drive the space to make sure there is enough clearance in case of emergencies.

**OEM** – Ms. Schwartz – nothing new to report on OEM, other than most residents have generators and not using warming centers.

**Technology** – Mr. Clark reported that the new VOIP phone system has been installed, there is an automated menu directing the caller to the various departments and staff. In addition. The new trustee email system has also been set up and instead of using our individual trustee names, we will be using numbers, for instance: [Trustee1@poundridgelibrary.org](mailto:Trustee1@poundridgelibrary.org). Moving forward, the new domain should be used by the trustees for all library business.

**Director’s Report:** Ms. Coulter provided the following updates:

- The NYS Annual Report is in the dropbox. Mr. Clarke made a motion to approve the NYS annual report. Mr. Cristiano seconded. All in favor

- Dave Goldberg, Pound Ridge Recreation Superintendent, is retiring. The Board and staff are invited to his retirement celebration and we will be presenting a congratulatory plaque to him.

**8:26 PM Public Remarks:** Ms. Schwartz asked that comments be limited to 3-4 minutes

Erin Schultz, in attendance, thanked the Board for adding Musical Munchkins; mentioned it has been a struggle signing up for programs; parking lot situation is not ideal; she hopes we would position ourselves for serving the community by adding 20-30 more spaces should be considered. She hopes we can come to some middle ground with the library expansion.

Nicole Shaffer, in attendance, questioned why the Board walked away from the parking lot expansion. Why can't we expand, within reason?

Evelyn Carmichael (one of 3 neighbors who shares the library as entrance to her home), also in attendance, thanked the board for their efforts in improving the parking lot, commented that the parking lot situation could be better, but it has been mostly wonderful living behind the library for the past 25 years.

**Public session adjourned 8:40 pm.**

Executive session began at 8:52 pm

Executive session ended at 9:09 pm.