

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**September 20, 2023**

The meeting was called to order at 7:31 PM by Board President, Bonnie Schwartz.

**Present:** Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Bonnie Schwartz, Jenna Wise

**Absent:** Jennifer Savage, MaryEllen Walsh

**On Zoom:** Selena Shen

A quorum was present throughout the meeting.

Ms. Nelson made a motion to approve the minutes from the August 23, 2023, Board Meeting; Ms. Shen seconded. All in favor.

The next Board of Trustees Meeting will take place at the library on Tuesday, October 24, 2023.

**COMMITTEES**

**Finance:** John Cristiano. Mr. Cristiano is going through paperwork with the library's new investment advisor.

**Governance:** Michael Clark. Several policies were included in Dropbox for review; 3 policies are required by Utica National, our insurer. They are Active Shooter Response, Patron Conduct and Unattended Children. Ms. Coulter indicated employees are required to watch a short film and take a test in order to comply with the Active Shooter Response Policy. Ms. Nelson indicated that our Personnel Policy might provide a plan for Active Shooter and the trustees will review that. The Covid policy will be discussed in the executive session.

**Public Relations.** Jenna Wise. Ms. Wise said the social media needs of the library are evolving and made a presentation to hire a new social media consultant who would be responsible for creative content, strategy, graphic design, community engagement, among other things. The cost would be \$825.00 monthly. Ms. Wise has a candidate in mind which will be discussed among the trustees in the executive session. The role will be month-to-month and the consultant can work hybrid. Ms. Benefico made a motion to approve the \$825.00 monthly cost for hiring a social media and content lead consultant; Ms. Wise seconded. All in favor.

**Program Development:** Selena Shen. Ms. Shen is fine-tuning some processes especially when program venues need to be changed due to weather and ensuring patrons have as much notice as possible when changes occur, and reminding them to register. Will advertise Chess program on Social Media to attract more interest.

**HR/Legal:** Valerie Nelson – Covid Policy will be discussed in Executive Session. Ms. Nelson will obtain a copy of the library's Personnel Policy to see if any of the policies required by Utica are already in our personnel policy so we can review to ensure we are in compliance and make adjustments as necessary.

**Long Range Planning:** John Cristiano – no update

**Children's Room Refresh:** There will be a Zoom Meeting for committee members on Friday Sept 22 to discuss plans presented by CLC.

**Parking Improvement:** Bonnie Schwartz. The Planning Board Meeting is September 28, 2023 at 7:00 PM, and the library is #10 on the agenda. The Planning Board has received the traffic study. Ms. Schwartz suggested that trustees who will be attending get together before the meeting to strategize and discuss goals. She will set a date.

**OEM:** Bonnie Schwartz – Ms. Schwartz mentioned OEM had Active Shooter Training in the past.

**Technology:** Michael Clark – Mr. Clark reported that the library will be signing the annual contract with WLS to continue technology services. Deadline is October 1<sup>st</sup> and we don't have time to evaluate other providers but plan to discuss other options including speaking to the Mamaroneck Library on what technology provider they use. Mr. Clark made a motion to sign the contract for 2024 with WLS as our technology provider; Ms. Shen seconded. All in favor.

**Vendor Contract Review:** Bonnie Schwartz – no update

**Financial Update:** Michael Lewis

Mr. Lewis reported that the OSC (Office of State Comptroller) has reviewed the library's financial statements and all is fine. 2022 is done. The Tax Cap form has to be filed with the OSC for 2024 and it should go smoothly since the tax levy is the same.

**Balance Sheet Comparison as of August 31, 2023**

- Total bank accounts and cash assets are \$1,145,010.58 down from same time period last year by \$491,999.23. This is primarily due to costs incurred from the parking lot improvement project.
- Total endowment funds (Schwab accounts) \$767,147.66 are fairly in line with last year. Only slightly down, about \$4,140.39.
- Total assets are \$1,915,549.24.

**Profit and Loss Comparison January – August, 2023**

- Total Income is up \$52,786.29 (9.91%) mostly due to market value gains and interest income.
- Library Services spending is up \$10,737.85 (14.76%) primarily due to children's programming.
- Office/GA Expenses are up \$7,756.67 (8.64%) mostly due to equipment purchases.
- Technology is up \$10,030.55 (21.92%)
- Net income is down \$65,391.92

**Budget vs. Actuals - January – August, 2023**

- Income is up \$48,719.85
- Office/GA is over budget by \$11,452.59 primarily due to equipment purchase and publicity.
- Property and Grounds is over budget \$170,526.89 due to parking lot improvement.
- Salaries and Benefits has a budgetary savings of \$54,696.11 for same time last year.

**Warrants**

- Mr. Clark made a motion to approve the warrants in the amount of \$25,146.01; Ms. Nelson seconded; all in favor. No funds need to be moved to the checking account to cover the warrants, as Mr. Clark previously took care of this, and the checking account has a total of \$74,187.24.

**Director's Report:** Jennifer Coulter.

- A camera dedicated for passport photos will be purchased by the library and passport application fees will increase to \$15.00 for applicant requesting photos.
- A grant application to the Pound Ridge Library Foundation for acoustic panels in the Schaffner Room has been prepared by Ms. Coulter. The amount is \$14,943.68. Board Approval is required and the trustees voted one by one to approve the grant application. The vote was unanimous.
- Roof repair: due to leaking, we are collecting quotes for a new roof. We have two quotes for cedar and one quote for asphalt. Current roof is cedar, and since the library is a historic building, asphalt might not be an option. There is a New York State Library Construction Grant (covering 50% of the costs) that we have applied for but we won't know if it will be approved by NYS until 2025, meaning the library pays for the roof repair and possibly will get reimbursed if the grant gets approved. Ms. Schwartz and Mr. Cristiano suggested getting more quotes. Ms. Schwartz also asked Mr. Cristiano and Mr. Clark to look into using restricted funds or possibly selling a bond to fund this project.

**Ms. Coulter read aloud:**

**This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law 273-a and Commissioner's Regulation 90.12 was read and duly adopted by the Board of Trustees of the Pound Ridge Library District at a legal meeting on September 20, 2023.**

- Harvest Festival – Oct 7, 1:00 PM. Alan Ramsay will be in charge. Trustees are encouraged to volunteer. Ms. Schwartz, Ms. Benefico and Ms. Shen will attend. The library has sponsored a “kids table” for children’s arts and crafts.
- Drag Queen Storytime – to coincide with Pound Ridge Partnership’s Color Run. Cost is \$500.00. We will ask the Foundation if they are interested in splitting the cost 3 ways with the Pound Ridge Partnership and the Pound Ridge Human Rights Advisory Committee. The library will not contribute taxpayer dollars, and the library cannot fundraise so Ms. Coulter will approach the Foundation for 1/3.
- September is National Library Card Sign-Up Month. Ms. Coulter has organized photos of town officials and members of town organizations to pose for photos for social media. Trustees will also take a photo holding their library cards.

**NEW BUSINESS:**

- Mr. Clark is evaluating Google Drive vs Dropbox for storing documents
- Trustee name placards will be placed in front of trustees during meetings to comply with Open Meetings Law
- Ms. Benefico mentioned keeping the outdoor entryway cleaner and wiping down the Adirondack chairs
- Ms. Benefico was congratulated on being elected for another term as trustee and was reminded to get sworn in at the Town House

8:53 PM Public Remarks

Ms. Schwartz made a motion to close the meeting at 8:53 PM; Ms. Nelson seconded; all in favor.

Ms. Schwartz made a motion to go into executive session, Ms. Nelson seconded; all in favor.

8:58 PM Executive Session began

Ms. Schwartz made a motion to adjourn the executive session at 9:25PM; Mr. Clark seconded; all in favor.