

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
March 19, 2024

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

Present: Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Bonnie Schwartz, MaryEllen Walsh

Absent: Jennifer Savage, Selena Shen, Jenna Wise

A quorum was present throughout the meeting.

Ms. Benefico made a motion to approve the minutes from the February 15, 2024, meeting; Mr. Clark seconded; all in favor. The next Board of Trustees Meeting will take place at the library on Tuesday, April 23, 2024, at 7:30 PM.

Building and Grounds: Ken Gilman

- A fire safety inspection of the library was completed by the new Pound Ridge Fire Inspector; 15 items were cited and 9 have been resolved. Others will be taken care of within the next 10 days. NYCONN Securities will be repairing one item. CO Detectors need to be installed on the lower level.
- The cottage requires some repairs, which Mr. Gilman will take care of.
- There are no reported leaks with the new roof.
- Luppino Landscaping will be constructing a culvert in the neighbors' driveway in response to repeated reports of flooding.

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.

Treasurer's Report – Mike Clark. Mr. Clark noted that there might be some reporting errors on the Financial Report prepared by Mr. Lewis. (Mr. Clark followed up with the accounting team and corrections were made. Mr. Clark sent the following corrected information to the trustees in an email dated March 20, 2024)

Actions:

February 21 - \$45,000 transferred from WFA Endowments – cash reserves from all 3 endowments

February 28 - \$100,000 transferred from Town of Pound Ridge (first installment of tax levy) deposited in Chase Checking, moved to Savings

Chase Bank

Checking \$100,553.91; Savings 186,188.64; 6 month CD \$358,007.79

Key Bank

Checking \$5,000; Savings \$238,432.79

Westchester Financial Advisors

Wood Capital \$270,537.34; Wood Maintenance \$263,573.63; General Maintenance \$220,047.14

Warrants

- Ms. Nelson made a motion to approve the warrants in the amount of \$42,630.57; Mr. Cristiano seconded; all in favor. Mr. Clark reported that there is no need to transfer funds to the checking account to cover warrants, as there are ample funds (\$100,553.91).

Ms. Schwartz reported that the 2-year lease for the cottage will be expiring in October, 2024. The tenants have expressed a desire to continue. Ms. Walsh will conduct a Rental Market Analysis and report to the board next month. This will determine the rent increase for the new lease. Current rent is \$2,600.00/month.

COMMITTEE UPDATES

Finance – John Cristiano – nothing new to report

Governance/Legal – Valerie Nelson

Ms. Nelson referred to the *2023 Library Board Self Evaluation* form which was in Google Docs and presented on the screen. Ms. Nelson polled the trustees individually for each category and results were tabulated and a score recorded (see chart below for scoring).

1. Always;
2. Usually;
3. Sometimes;
4. Occasionally;
5. Never

Governance (1.5), Long Range Planning (2), Accountability and Transparency (1), Financial Planning (1), Program and Service Evaluation (1), Facility and Accessibility (1), Technology and Connectivity (1), Information Accessibility (1), Staff Development (1.5), Community Partnerships (1.5)

Ms. Nelson discussed the current Bylaws pertaining to Trustee Absences. The section might need to be updated. Trustees will review.

Ms. Nelson and the committee continue to review and update the library policies.

- **Library Hours:** no changes. Ms. Benefico made a motion to approve the library hours as indicated in the policy Mr. Clark seconded; all in favor.
- **Internet Usage:** Discussion about limiting patron internet usage to 30 minutes as stated in the current policy. Board agreed to the following wording: “the library reserves the right to terminate use of the terminal after 30 minutes.” Mr. Clark made a motion to approve the Internet Use Policy with the revised wording (stated above); Ms. Walsh seconded; all in favor.
- **Monetary Gifts to the District:** Ms. Nelson is not recommending any changes. Mr. Clark suggested that the Finance Committee should also be involved in reviewing this policy so moving forward, the responsibility for this policy will be shared by both the Governance/Legal and Finance committees. Both committees will be reviewing and reporting to the board next month.

Human Resources – Anne Benefico – nothing new to report

Long Range Planning – John Cristiano – nothing new to report

Children’s Room Refresh – Ms. Benefico, Ms. Walsh and Ms. Coulter met in the Childrens Room on Saturday, March 9 to review the new drawing submitted by CLC. Highlights: Keeping the refresh as economical as possible. The shelves around the perimeter will remain; additional shelving will be added to the room at a height suitable for eye level of children. There will be a purge of books to accommodate the new shelving and Ms. Coulter reported that this will be minimal. The support columns will be incorporated into the design and tabletops built around them for computers and iPads. The overall theme will be “forest and trees” including a reading nook by the window following this theme. CLC will prepare a PowerPoint presentation and once the furniture, carpeting etc. is selected, CLC can come up with a budget and the committee will present it to the board. Ms. Coulter will also approach the Foundation for a grant once we know more about costs.

Parking Improvement – Valerie Nelson – Ms. Nelson is still waiting for the Town Engineer to respond. The Town engineer needs to meet internally with the Town Planning Board and hopefully we will hear back after that.

Director’s Report:

- Ms. Coulter thanked trustees Selena Shena and Bonnie Schwartz for assisting in making phone calls for the purpose of purging 1500 expired library card accounts from the database. While many phone numbers were disconnected, 15% of those who were reached renewed their cards.
- **Grant Requests to the Pound Ridge Library Foundation**
 - *Literary Character Photo Opportunity.* Total grant cost \$854.00 which includes advertising and supplies. Ms. Coulter will try and build this amount into our budget for 2025 and subsequent years as we would like this to be an annual event, but for 2024, we will go to the foundation. Ms. Coulter will reach out to Stephanie Sarkis from the foundation to ask her if she requires 100% approval from the library board. Ms. Nelson made a motion to approve this grant request; Mr. Clark seconded; all in favor.
 - *Drag Queen Storytime.* Ms. Coulter secured funding through the ALA so she is withdrawing this request to the foundation. However, a discussion followed and the consensus of the board was to pass on this program for the time being.
 - *Self Check-Out Kiosks.* Ms. Coulter presented three models ranging from \$699.00 to \$979.00 with an annual licensing fee of \$1,600.00. Discussion followed and the decision of the board was to pass on the self checkout kiosks.
 - *Museum Passes.* Ms. Coulter would like to go to the foundation and request they sponsor or co-sponsor the library’s museum pass program. The library would like to add more museum passes in 2024 incurring a cost of \$4,000 a year which includes the museums we previously subscribe to and the new museums we would like

to add. As we are already budgeted (\$1500.00) for the current plan, we can approach the foundation in two ways: ask them if they would like to pay for the new passes only OR the entire program.

- **Grant Announcement.** Ms. Coulter informed the board that the library has been awarded a grant from the ALA “Libraries Transforming Communities” for \$10,000.00 This grant supports programming and purchasing of technology for the neurodivergent population. A community conversation will be held on Saturday May 4 inviting residents who are touched by neurodiversity to determine what to spend the money on.
- **“Yes She Can”** - April is Autism Awareness Month. Ms. Coulter will be participating in a one-year mentorship program which helps young women with autism. Ms. Coulter has been matched to a candidate who will come to the library once a week to see what it’s like to work in library. The young woman holds a master’s degree in literature and would like to pursue a career in publishing. Ms. Nelson and the board thanked Jennifer for participating in this program.
- **Rental of Lower Room.** Several requests have come in for renting the lower room. Ms. Coulter researched and presented what other libraries do regarding this. Discussion followed. Insurance is a factor. Focus was on a group of 4 ladies who want to play bridge, but they requested Thursday and Thursday is a busy day. We will have to turn them down.

New Business None

8:33 PM Public Remarks – None

8:33 PM Public Meeting Adjourned

8:35 PM Executive Session Commenced

8:44 PM Executive Session Adjourned

8:45 PM Public Meeting reopened

Board approved a request from Ms. Coulter to attend a conference and certificate program in Massachusetts focusing on rural libraries. Ms. Coulter will provide costs of hotel and present at next meeting.

8:46 PM Public Meeting adjourned