

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**May 21, 2024**

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

**Present:** Anne Benefico, Michael Clark, Jennifer Savage, Bonnie Schwartz, MaryEllen Walsh, Jenna Wise

**Absent:** John Cristiano, Valerie Nelson, Selena Shen

A quorum was present throughout the meeting.

Ms. Benefico made a motion to approve the minutes from the April 23, 2024 Board Meeting; Ms. Walsh seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Tuesday, June 18, 2024, at 7:30 PM.

**Building and Grounds: (Ken Gilman not present)**

**The Board discussed:**

- A small leak in flat part of roof (not the new roof)
- Potholes in driveway leading to neighbors' homes need to be filled
- Bench by side entrance in remembrance of Lucas Harashima, needs a refresh
- Library exterior needs power wash
- Boxwood shrubs need some attention – will reach out to Geoff Dodge, Arborist
- Should we test our well based on recent information brought to the town's attention regarding the water in the business district

**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:** \$2,202,640.93

The **Treasurer's Report** was included in trustees' folders. Mr. Clark reported that the remainder of the tax levy, \$674,297.00, was deposited into the library's checking account.

**Chase Bank**

Checking \$701,539.82; Savings 156,201.48; 6 month CD \$358,007.79

**Key Bank**

Checking \$5,000; Savings \$238,831.59

**Westchester Financial Advisors**

Wood Capital \$271,077.84; Wood Maintenance \$264,472.15; General Maintenance \$220,174.39

**Warrants**

- Ms. Walsh made a motion to approve the warrants in the amount of \$30,989.48; Mr. Clark seconded; all in favor.

**COMMITTEE UPDATES**

**Finance** – no update

**Governance/Legal** – no update

**Public Relations** – Ms. Wise noted that there will be a new newspaper called the Recorder. We will look into advertising with them, as well as possible advertising in the Bedford/New Canaan Magazine and other northern Westchester publications.

**Program Development** – no update

**Human Resources** – Ms. Benefico requested an executive session

**Long Range Planning** – no update

**Children's Room Refresh – Jennifer Savage.** Ms. Savage reported that the committee is making good progress; there is an approved floor plan; some furniture has been selected including curved book shelves. The theme will be trees and nature with custom built tree canopies. The committee is also selecting 3 large cozy adult chairs, computer and iPad tables built around pillars. Ottomans, a bench, possibly a new circulation desk, as well as colors for wall painting and carpet have to be decided on. Slides were projected on the screen for the trustees to view. Ms. Coulter also collected some estimates for painting and carpeting.

**Parking Improvement:** Ms. Nelson was not present. In her absence the Board discussed:

- Music programs present the most parking problems. Before one of those sessions, a tree came down and could not be removed before the program which added to additional parking challenges.
- We would never ask our patrons to park at Conant Hall and walk, and we need to have friendlier communication with our patrons; we need to encourage our patrons to carpool.
- The library website and social media indicate that registering for a program does not guarantee a parking space.
- Perhaps the staff can park by the easement in the neighbors' driveway for the popular programs freeing up spaces.
- We are doing everything we can to accommodate this problem, and the community should know we went to the planning board a few times to address this issue.
- We need to work with what we have and put a statement on the website.
- Will we be holding off on paving (we might lose a few spots), but what about painting stripes?

### **Director's Report – Jennifer Coulter**

- The Board needs to approve The 2023 NYS Annual Report. We are required to do this every year and it was reviewed and approved by the WLS before submitting to the state division of Library Development. Ms. Schwartz made a motion to approve the 2023 NYS Annual Report; Ms. Savage seconded; all in favor.
- Update on ALA Grant. 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, a community conversation was held with a total of 21 participants (in-person and on Zoom). There were an additional 13 responses to the questionnaire. Ms. Coulter would like to use part of the grant to develop a dedicated "Sensory Room" which is a big trend in libraries now. This would be in the space downstairs and Ms. Carmichael as well as a representative from "Yes we Can" will be collaborating on this.
- Pricing on Wheel Chair Ramp. Ms. Coulter received one estimate so far for \$142,000.00. Possible funding could be through a Construction Aid Grant (50%), T-Mobile Grant for \$50,000 (long shot), and the Foundation. The ramp would run alongside the outside back wall of the Schaffner Wing, and the entrance would be through the Schaffner Room. The main entrance to the library is ADA compliant, but the side entrance and hallway along the Schaffner Room are not, so this new outdoor ramp would be for programs and events that take place in the Schaffner Room after hours and/or on days that the library and main entrance are closed. Further discussion will take place.
- On Wednesday June 12, 2024, a Legislative Breakfast will be held and Ms. Coulter is inviting members of the library board as well as members of the town board. Mr. Chris Burdick, NY Assembly member as well as other local legislators will be present and it will be a good time to advocate for our library.
- On June 1, the library is collaborating with the Human Rights Advisory Committee, the Pound Ridge Partnership and Booksy for an Author Visit. Diana Goetsch will be speaking about her book, This Body I Wore. There will be a reception, book signing and Q &A.
- Story Walk at the Town Park. There are 20 individual stanchions which display pages of a book along the walkway. The stanchions were originally installed incorrectly (upside down) by the town, and the book pages got damaged by water and mold. Ms. Coulter has cleaned and reassembled the 20 stanchions and the new story books are ready to be inserted. Thank you, Jennifer and Phil!  
Originally three books per year were planned for the Story Walk. Ms. Coulter wants to change the theme monthly and make it more engaging and interactive. Themes could encompass "Love Your Library" month, "Youth Art Month", Disability Pride Month, and others. Ms. Coulter also would like to plan an on-site Scavenger Hunt using a QR Code. The first event for Story Walk will be a 6 week Art Walk featuring local photographer, Sally Green. Also the plain black poles on the stanchions will be decorated with moss to blend with the outdoor environment. Ms. Coulter has purchased a laminating machine to protect the paperwork that will be installed in the stanchions of the Story Walk.

- Trustees Election. 4 seats will be open. Ms. Schwartz is not eligible to re-run. Ms. Savage, Ms. Wise and Ms. Walsh are eligible to re-run. Election will be the 3<sup>rd</sup> Tuesday in September which is 9/17/2024. Hannah VanTilburg will run the election.
- The Pound Ridge Historical Society has run out of space and asked if they could use our basement for storage and would provide shelving. Consensus is yes.
- Parking Lot Striping – discussed previously during committee update and further discussion will take place next month.
- Children’s Room books are being reorganized by genres, which is more user friendly.
- Memorial Day Parade is Monday May 27 at noon and staff and trustees are welcome to march.

**NEW BUSINESS**

- Ms. Schwartz reminded staff, trustees and attendees to start generating interest among friends and neighbors to consider running for the library board. Interested parties will have to get signatures on petitions.

**8:28 PM Public Remarks – None**

**8:28 PM Public Meeting Adjourned**

**8:31 Executive Session called to order but decided to table discussion until next month.**