

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
June 18, 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, Bonnie Schwartz, Selena Shen, Jenna Wise

Absent: Valerie Nelson, Jennifer Savage, MaryEllen Walsh

A quorum was present throughout the meeting.

Ms. Benefico made a motion to approve the minutes from the May 21, 2024, Board Meeting, Mr. Clark seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Tuesday, July 23, 2024 at 7:00 PM. Note the time change from 7:30 PM to 7:00 PM pending approval from board members who are absent from this meeting. Ms. Schwartz will reach out to them.

Ms. Schwartz called for an Executive Session after the public meeting and requested that Ms. Coulter remain for the session.

Building and Grounds: (Ken Gilman not present) Ms. Schwartz reported:

- Driveway leading to neighbors' homes has been repaired for potholes and flooding.
- Boxwood shrubs and beech tree are being cared for by Geoff Dodge, Arborist.
- A few trees came down and have been removed from the property.
- Small leak in roof has been repaired.

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:** \$2,167,245.34

The **Treasurer's Report** was included in trustees' folders. Mr. Clark moved funds from checking to savings and plans to transfer \$200,000.00 from savings to a 3 month CD. Also the current 6 month CD has been reinvested to a 3 month CD. Additionally, some bonds in the Wood Account came due and were reinvested. Current holdings:

Chase Bank

Checking \$148,048.82; Savings \$656,204.009; 3 month CD \$362,017.48

Key Bank

Checking \$5,000; Savings \$239,034.52

Westchester Financial Advisors

Wood Capital \$275,858.24; Wood Maintenance \$268,536.88; General Maintenance \$223,050.47.

Ms. Coulter informed the board that we are still waiting for the final report of the 2023 Audit from our accounting firm.

2025 Budget Worksheet was in the GoogleDocs for trustees to review and displayed on the screen during the meeting.

Ms. Coulter went through the budget with Heidi and Mike Lewis and reviewed numbers back to 2021. Significant changes include: 7166 Professional-Other – deleting; 7170 Professional Services - deleting; 7410 Publicity - decreasing funds; 9111 Major Repairs and Improvements decreasing funds because we are expecting a grant to cover part of the the roof from the NYS Construction Aid Grant; 8250 Audio Books is increasing as they are very popular and significantly more expensive as Print Books and eBooks; 8240 Adult Programs is decreasing slightly.

Warrants

- Mr. Clark made a motion to approve the warrants in the amount of \$30,123.17; Ms. Wise seconded; all in favor.

COMMITTEE UPDATES

Finance – Mr. Cristiano will be meeting with Ms. Coulter in July to discuss the 2025 budget.

Governance/Legal – no update

Public Relations – Ms. Wise will be speaking with the team from the new local newspaper, the Recorder, about advertising and editorial.

Ms. Wise will be putting together a “Parking Lot Statement” for the library’s website once she has had a chance to discuss wording with Ms. Nelson.

Program Development – Ms. Shen reported that there is a great demand for music programs. Mr. Ramsay said there were 78 attendees at “Music With Kurt Gallagher” on Friday, June 14 at the Town Park. Ms. Coulter said there will be no registration for music programs moving forward. First come, first served. The Pound Ridge Village Green is also being used and is preferred over the space at the Pound Ridge Square.

Human Resources – Ms. Benefico announced that Hannah VanTilburg has passed the Librarian I Civil Service test and reminded everyone to congratulate her.

Long Range Planning – no update

Children’s Room Refresh – Ms. Benefico reported that the floor plan, design, and theme are in place and now we are working on financials and budget. Ms. Coulter ordered area rugs, carpet samples and ottomans for the committee to approve and patrons to comment on. Ms. Coulter is auditing and paring down the non-fiction books to fit on the new shelving; many volumes are outdated and have not been checked out in years. Ms. Wise suggested that the library prioritize non-toxic materials and furniture to ensure that the room is child-friendly and nonflammable. Ms. Shen commented that we need to make sure children with special needs will be accommodated and we are ADA compliant. Ms. Coulter emphasized that serving patrons with disabilities is a priority and the ALA grant she applied for is for that purpose. Ms. Coulter cited that the browsing boxes we plan to purchase for the Children’s Room will make it easier for children in wheelchairs to browse books, and we have hired a sensory story time assistant, and assured everyone that the Children’s Room will be 100% inclusive.

Parking Improvement: Ms. Nelson was not present. Ms. Schwartz will meet with Ms. Nelson and Jim Perry from the Building Department and will have an update at the next meeting. The immediate need is to get the parking spaces striped.

Stephanie Sarkis, President of the Pound Ridge Library Foundation, was in attendance and thanked Jennier Coulter for putting together the numbers for the Children’s Room Refresh to present to the Foundation. Ms. Sarkis reported that nothing has been formalized yet and the foundation is discussing what to allocate to this project without drawing down on all their funds. They plan to hold a fundraiser in October. The grant request that Ms. Coulter prepared was for \$75,000.00 to \$100,000.00. Ms. Sarkis asked when there could be a firm number. Ms. Coulter and Ms. Benefico responded that the committee will get together to make a few final decisions and have a total by August 1, 2024.

POLICIES – Mike Clark

Ms. Benefico made a motion to accept the **Capitalization Policy** as revised. Ms. Shen seconded; all in favor.

Investment Policy – we will table it until next meeting as Mr. Cristiano has made changes and needs to review.

Gifts of Tangible Property – Ms. Shen made a motion to accept the revised wording on the Gifts of Tangible Property policy; Ms. Schwartz seconded; all in favor.

Monetary Gifts to the Library – Mr. Clark made revisions as well as Ms. Coulter. Mr. Cristiano also suggested changes to this policy so the Finance Committee will consolidate all the changes and write a final version of this policy to present at next month’s meeting.

NEW BUSINESS

- Ms. Schwartz announced that The Recorder will be publishing their first issue in July and we should invite them to our board meetings.
- Ms. Schwartz suggested we reach out to Bedford New Canaan magazine and consider advertising. Ms. Wise would like to wait until she speaks to the Recorder and see what they are offering.
- Ms. Sarkis asked where she could see the library’s policies and Ms. Coulter responded that all board materials are available to the public and can be viewed on the library’s website.

8:17 PM Public Remarks – None

8:17 PM Public Meeting Adjourned

8:26 PM Executive Session called to order

8:45 PM Executive Session Adjourned