

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

Following a Farewell Reception for outgoing President Bonnie Schwartz and Board Member Jennifer Savage, Ms. Schwartz called the meeting to order at 7:18 PM. She thanked the staff and board members for all their hard work and contributions and expressed gratitude for working with such a great team and we should all be proud of the many accomplishments during the past 7 years. Ms. Schwartz thanked Ms. Savage and Ms. Walsh (absent) for serving and congratulated Ms. Wise on being re-elected to the Board.

Present: Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson (7:29 PM), Jennifer Savage, Bonnie Schwartz, Jenna Wise

Absent: Selena Shen, MaryEllen Walsh

A quorum was present throughout the meeting.

The next Board of Trustees Meeting will take place at the library on Tuesday October 22, 2024 at 7:15PM. This date/time is tentative as we will check availability with newly elected board members.

Ms. Benefico made a motion to approve the minutes from the August 22, 2024, Board Meeting; Mr. Clark seconded; all in favor.

Building and Grounds (Ken Gilman)

- Mr. Gilman will be staying in touch with Tony Luppino regarding removal of leaves and turning off the irrigation system for the winter. Everything else is in good shape.
- Ms. Schwartz asked that Mr. Gilman and Mr. Luppino check the trees lining the back driveway. Many have vines that are choking them and perhaps should be looked at/pruned. Also repair any cracks in the steps after the winter.
- Regarding the recent completion of the parking lot striping, Mr. Clark suggested we cross hatch the “no parking” triangles. And also paint an arrow indicating one way in the parking lot. Ms. Coulter would like the words “no parking” painted on the driveway along the side so we can eliminate the signs we have along the grass. She will have Lawrence Construction return and make changes.

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:** \$2,008,627.24.

The Treasurer’s Report:

Chase Bank

Checking \$43,084.90; Savings \$369,236.89; 3 month CD \$362,017.48; 3 month CD \$200,000.00

Key Bank

Checking \$5,000; Savings \$239,637.77

Wood Family Funds

Wood Capital \$284,640.68; Wood Maintenance \$278,376.68; General Maintenance \$230,819.84

WARRANTS

Mr. Clark raised a question about a new laptop for Heidi Nardelli, as that has been purchased already and is also included in the Right Click Solutions proposal. Ms. Coulter responded that we can substitute that with a new laptop for Mr. Ramsay. Additionally Ms. Coulter’s computer is old and might add a computer for her in the Right Click proposal. The proposal will have some adjustments.

Mr. Clark transferred \$32,000.00 earlier in the day from savings to checking in anticipation of warrants and other expenses. Changes are not reflected above. There is now approximately \$75,000 in checking.

Ms. Benefico made a motion to approve the warrants in the amount of \$42,414.76. Mr. Cristiano seconded; all in favor.

COMMITTEE UPDATES

Finance – Mr. Cristiano. No update.

Ms. Schwartz mentioned that we will have to assign another board officer signature rights for the Chase and Key Bank accounts, as she is leaving.

Ms. Schwartz also reminded the Board that \$100,000 from the tax levy is due in the fall

Technology – Mr. Clark. A Zoom meeting took place on September 6 with Right Click Solutions, a company being considered for IT Outsourcing, and Ms. Coulter’s preferred provider. Mr. Clark and Mr. Cristiano agreed it was a very thorough presentation and they feel confident in Right Click’s abilities to make the technology transition successful. The Right Click team is in touch with WLS discussing technology transfer which would take place before January 1, 2025. Ms. Coulter added that we would do this on a Sunday and Monday so there will be no down time with library services.

Mr. Clark made a motion to accept the proposal from Right Click Solutions with some adjustments for library technology starting in 2025; Mr. Clark seconded; all in favor.

Governance – Ms. Nelson. Ms. Nelson is currently reviewing Library By-Laws and will write up a draft on proposed changes for the Board to review. If any Board member has suggestions for changes, please send to Ms. Nelson.

Legal – Ms. Nelson – no update

Public Relations – Ms. Wise. Ms. Wise looks forward to continuing the partnership with The Recorder and is thrilled to have a presence in the first 4 print editions of the newspaper. An ad was placed in the first print edition, September 13th, informing readers that the library now has free museum passes to MOMA. Ms. Wise is looking forward to future advertisements displaying the Children’s Room Refresh.

Program Development – Ms. Shen. Absent.

Ms. Schwartz recognized Mr. Ramsay for doing such a great job with the children’s music programs this past summer. Some vendors have temperature restrictions for working outdoors in extreme heat, so often the programs were moved indoors to the library, and Mr. Ramsay managed that well. Ms. Schwartz mentioned how fortunate we are in September that the programs can be held outdoors in the park, avoiding parking issues.

Human Resources – Ms. Benefico. No update.

Long Range Planning – Mr. Cristiano. No update

Children’s Room Refresh – Ms. Savage. Ms. Coulter updated the Board that the computer and iPad tables which will be built around the 2 posts will be done after shelving arrives. This is to ensure that the table measurements fit with the new design and are not encroaching on space. Shelving is due to arrive on November 1, 2024. Children’s Room Refresh project will be taking place from November 1 to December 1. The Foundation is holding a fund-raising event (pre-refurbishment) on Sunday November 3rd with Kurt Gallagher highlighting the Children’s Room project. They might also hold another event after the room is completed.

Parking Improvement – Ms. Nelson. We are still waiting for the updated Traffic Study from DTS Provident. Once the Board can review that, further discussion will take place, and next steps will be determined.

DIRECTOR’S REPORT – Ms. Coulter – nothing new to report

7:45 PM New Business

Mr. Cristiano asked a question about passport processing and how many passport applications are new vs. renewals. The US Government had just announced that passport renewals can be done on-line. Ms. Coulter provided the answer 70% new and 30% renewal, so this new government policy should not affect our income from new passport applications.

Ms. Wise suggested that we let people know that we do full-service applications, including passport pictures.

7:47 PM Public Remarks – Neal Rentz, from The Recorder, was present and mentioned that the first print issue looked great, and he is happy to be covering the library.

Ms. Coulter presented gifts to outgoing board, President Bonnie Schwartz and Jennifer Savage. Mr. Ramsay also presented a gift to Ms. Schwartz.

Ms. Schwartz expressed thanks once again and said it was a good run and wished the board members and staff the best of luck in future endeavors.

7:49 PM Public Meeting Ended

No Executive Session