

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
December 17, 2024

Following a holiday gathering for staff, trustees and guests held in the Schaffner Room, President Valerie Nelson called the meeting to order at 7:32 PM. Ms. Nelson read a letter she composed, The Year in Review, highlighting the dedication of staff and volunteers, and the continued support of the community. One of the successes of the past year was ensuring fiscal responsibility and staying within our budget and using the designated budget responsibly to enhance programs. We continue to offer quality services and special events as well as continuing to collaborate with the community. We have worked hard on updating our digital infrastructure. We also have continued to make our library a place of welcome to all and this past year we refreshed the children's room. Ms. Nelson thanked the director, staff, volunteers, trustees and the Foundation.

Present: Anne Benefico, Michael Clark, John Cristiano, Valerie Nelson, Richard Levan, Jenna Wise

Absent: Robert Bellhouse, Lexie Gallo-Cook, Selena Shen

A quorum was present throughout the meeting.

Mr. Clark made a motion to approve the minutes from the November 19, 2024, Board Meeting; Mr. Levan seconded; all in favor.

The next Board of Trustees Meeting will take place at the Library on Tuesday, January 21, 2025, at 7:30 PM.

Building and Grounds (Ken Gilman)

- Outside grounds have been cleared and cleaned up and ready for winter.
- Everything is up to date with the interior.
- Mr. Gilman thanked the board for the opportunity to serve the library.

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 as of November 30, 2024: \$1,801,611.70.

Treasurer's Report – Mr. Clark

- A check for \$22,410.00 received from the NYS Construction Aid for the roof replacement project.
- Mr. Clark reported that both banks we use offer electronic bill pay and we are looking into utilizing that service, rather than writing checks.
- Heidi Nardelli, library bookkeeper, would be administrating this effort. However, we might assign a monetary cap to the amount that needs additional approval and perhaps trustees would be required to sign some checks in high amounts. The number suggested is \$2,500.00. Mr. Clark suggests a "pilot program" for a month with a \$2,500.00 cap.
- Mr. Clark previously transferred \$15,000.00 from savings to checking to cover ongoing library projects.

Current Holdings:

Chase Bank: Checking: \$54,827.46; Savings: \$167,251.95; 3 month CD \$369,906.67 (3.66% - maturing Feb 28, 2025); 3 mo CD \$202,269.33 (3.79% - maturing Jan 24, 2025)

Key Bank: Checking: \$5,000; Savings: \$240,140.54 (1.21% interest)

Wood Family Account: Wood Capital: \$280,138.13 (cash \$2,238.56); Wood Maintenance: \$272,259.99 (cash \$8,074.67); General Maintenance: \$227,390.46 (cash \$8,926.63); Cash Available \$19,239.86.

WARRANTS

Warrants were reviewed and any questions raised were answered by Ms. Coulter.

Mr. Clark made a motion to approve the warrants in the amount of \$54,881.75; Ms. Benefico seconded; all in favor.

COMMITTEE UPDATES

Finance - Mr. Cristiano reported that the Finance Committee held a year-end meeting. He explained that some of the investment returns in the trust are not that great because some of the money sat in the same holdings for years. Mr. Cristiano had a discussion with our advisor to discuss what we could move our money into for higher yield. The 3 trusts all have different rules and restrictions, so no decision has been made as of yet.

The committee will further explore the funds within three major buckets: Operating, General Reserve, and the Trusts. Mr. Cristiano explained to the new board members that we changed financial advisors. The previous advisor, for 15+ years, had a very conservative approach, staying mostly in municipal bonds.

The year-end audit suggested adjustments to various budget categories. The trustees received a memorandum on year-end budget amendment/transfers in the amount of \$67,575.00.

Mr. Cristiano made a motion to approve the reallocation of budgetary funds as recommended by the library accountant and library director in the amount of \$67, 575.00; Ms. Nelson seconded; all in favor.

Technology - Mr. Clark and Ms. Coulter reported that everything went well with the technology changeover from WLS to Right Click Solutions. WLS picked up old equipment. Everything is running smoothly, and more efficiently, according to Ms. Coulter.

Governance/Legal - Mr. Levan announced that the By-Law Committee will be meeting on Friday. If any trustees want to make suggestions, please inform him or a committee member.

Public Relations – Ms. Wise is happy with the library ads placed in The Recorder. A future announcement, in January 2025, will inform the community about the new children’s room and the sensory room on the library’s lower level.

Human Resources – Ms. Benefico. Employee Reviews and self-evaluations are in progress. The HR Committee will be meeting in January to write up staff reviews.

Ms. Benefico made a motion to call an executive session following the public meeting; Mr. Nelson seconded; all in favor.

Long Range Planning – Mr. Clark held a meeting with the Long Range Planning Committee. A copy of the updated Long Range Plan (2021-2026) was included in the meeting documents for the trustees to review. Mr. Clark recommends that the plan be updated more frequently than in the past – look at it annually and update every three years or as necessary.

Mr. Levan made a motion to approve the amended Long Range Plan; Ms. Nelson seconded; all in favor.

Mr. Clark and Mr. Levan met with Kevin Hansan, Town Supervisor, who had positive feedback about the library. Also discussed a number of intersections, and looking at grants for funds to possibly improve safety at intersections, including the library intersection.

Parking Improvement – Ms. Nelson. Following the meeting between the DTS Provident Traffic Engineer and The Pound Ridge Town Engineer, we received the updated report from the Town Engineer. The committee needs to review the final findings. Ms. Nelson reminded the Board that we can go in front of the Town Board informally before going through the expense of a formal hearing. Ms. Nelson also has come up with an alternative plan to address the lack of parking, and she will be preparing a report using the original diagram/map, and drawing up her proposed changes.

Children’s Room Refresh – Ms. Benefico reported that the carpet was installed the day before the meeting, and the curved portable shelving was delivered and assembled earlier today. Books are being re-shelved. The painting has been done including the ceiling tiles with clouds. The tree canopies need some finishing touches, and then the room will be done. Ms. Benefico thanked everyone on the staff and committee members for their hard work in accomplishing this beautiful project, especially Ms. Coulter, as well as sincere thanks to the Foundation for their financial support.

DIRECTOR’S REPORT – Ms. Coulter

- WLS Member Library Statistics – Annual Report – Pound Ridge Library had some significant achievements including 10th out of 38 libraries with 62% of our population having library cards; library sponsored programs 6th out of 38; one on one sessions we are 9th out of 38.
- Ms. Sarkis, President of the Foundation, addressed the Board. The Foundation will be voting in January on whether the grant will be approved for the 4 AWE tablets as well as the Everbrite Light Feature. The Foundation is also deciding on applying for the grant being offered by the NY Council for the Arts. Only 501c3 organizations are eligible to apply and the Library asked the Foundation to apply on its behalf. Ms. Sarkis explained that this grant requires some very detailed information. The deadline is January 2025 and the Foundation will be voting on that also at their next meeting. A concern came up whether the information being requested by the NY Council for the Arts should be information from the Foundation or from the end user (the library), who will ultimately be using the grant money. Ms. Coulter is trying to get answers.

- Three donations have been received from: Maria Roth (\$80.00) in appreciation of our notary services; Mr. and Mrs. Richard Schlesinger (\$350.00); Marcia Stone (\$80.00) in memory of Sharon Cohen and in honor of Deirdre Breen and Philip Coyle, wellness instructors.
- Ms. Coulter reminded that the Trustees must complete the 2 hour trustee education requirement by year-end.

8:28 PM New Business

8:28 PM Public Remarks

8:28 PM Public Meeting Ended

8:42 PM Executive Session Commenced

9:05 PM Executive Session Ended