

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**January 21, 2025**

President Valerie Nelson called the meeting to order at 7:30 PM. She welcomed staff, trustees, and guests.

**Present:** Robert Bellhouse, Anne Benefico, Michael Clark, John Cristiano, Lexie Gallo-Cook, Valerie Nelson, Richard Levan, Selena Shen

**Absent:** Jenna Wise

A quorum was present throughout the meeting.

*Mr. Levan made a motion to approve the minutes from the December 17, 2024, Board Meeting; Mr. Cristiano seconded; all in favor.*

The next Board of Trustees Meeting will take place at the Library on Tuesday, February 25, 2025, at 7:30 PM.

**Financials** – The Profit and Loss Statement and the Balance Sheet prepared by Mr. Lewis were included in Google Docs and in the meeting folder for the trustees to review. Total Assets as of December 31, 2024: \$1,742,355.69.

**Treasurer's Report – Mr. Clark**

- Mr. Clark reported that electronic bill pay is now implemented. Heidi Nardelli, library bookkeeper, will be managing this. Invoices in excess of \$2,500.00 will have to be approved online.
- The library received final installment of \$2,490.00 from the NYS Construction Grant.
- Mr. Clark transferred \$90,000 from savings to checking to cover warrants/expenses.

**Current Holdings:**

**Chase Bank:** Checking: \$120,744.14; Savings: \$17,254.42; 3-month CD \$369,906.67 (3.66% - maturing Feb 28, 2025); 3-month CD \$202,269.33 (3.79% - maturing Jan 24, 2025)

**Key Bank:** Checking: \$5,000; Savings: \$240,599.86 (1.21% interest)

**Wood Family Account:** Wood Capital: \$277,643.94 (cash \$3,522.81); Wood Maintenance: \$270,722.38 (cash \$7,753.00); General Maintenance: \$226,873.25 (cash \$34,638.10); Total Cash Available from Endowment Funs: \$45,913.91.

**WARRANTS**

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

*Mr. Bellhouse made a motion to approve the warrants in the amount of \$100,004.90; Mr. Levan seconded; all in favor.*

**COMMITTEE UPDATES**

**Finance** - Mr. Cristiano reviewed the current Fund Balance Policy and suggested a few changes including the minimum fund balance to be lowered from \$375,000.00 to \$300,000.00. These are funds that are kept in reserve by the library for use between January and May, until the second part of the tax levy is received. Also Mr. Cristiano suggested eliminating the sentence "These funds shall be deposited in a separate interest-bearing account that meets the requirements as set forth in the Investment Policy."

*Mr. Cristiano made a motion to approve the updated Fund Balance Policy with the changes as indicated; Mr. Clark seconded; all in favor.*

**Technology** - Mr. Clark and Ms. Coulter discussed two bids received for updating the AV System in the Schaffner Room. Noticeable disparity in price: DNR Labs at \$95,957.00 and Hudson Valley Audio Visual Inc. at \$67,783.00. Detailed discussion followed regarding equipment, labor costs, technical training, service contracts, possibility of covering the cost with a grant, the importance of a new AV system, prioritizing our expenses, and obtaining a third quote. It was also noted that the Town of Pound Ridge used DNR labs to update their AV System in the Town House. The Board was not prepared to vote on this and will continue discussion in next month's meeting.

**Governance/Legal** - Mr. Levan announced that the Governance Committee held a meeting and they continue to work on finalizing some changes to the library policies and will be making recommendations to the board in the next meeting. They also continue to research the NYS law regarding Virtual Meetings.

**Public Relations** – Ms. Coulter will cover in Director's report.

**Programming** - Ms. Shen was excited to report that circulation numbers are going up significantly.

**Human Resources** – Ms. Benefico called for an executive session following the public meeting and requested that Ms. Coulter attend.

**Long Range Planning** – Mr. Clark suggested dividing the plan into segments and reviewing monthly. Also renaming the plan “Long Range Planning 2025 – 2028.”

**Parking Improvement** – Ms. Nelson announced that the Traffic Study is ready to be shared with the Town Board. The first step would be to get on the Town Board’s calendar to have an informal conversation about the revised report and then come up with a new plan to present to the Town Board in a formal hearing. Ms. Nelson also has come up with an alternative plan to address the lack of parking, and she presented a diagram for the trustees to review: construct a new driveway for the residents (which was part of the original plan) but instead of adding a new parking lot in the back, use the current road leading to the residents’ driveways for more spaces by widening that road and clearing out trees along the easement. There would be a turnaround at the end of the road and we would need to address the concerns of the residents about headlights and extra safety lighting. A major decision will be how many parking spaces we want, and what exactly each space will cost us when we divide total cost by number of spaces. Ms. Nelson feels that if we are not getting 25 additional spaces, it would not be worth it. Suggestion was made that if any of the trustees know anyone on the planning board, possibly speak to them casually on best way to approach the Planning Board and provide some guidance in presenting our preliminary plan.

**Children’s Room Refresh** – Ms. Benefico reported that the Children’s Room is just about complete! We will be adding some additional wall décor. Ms. Coulter will discuss further that in the Director’s Report.

#### **DIRECTOR’S REPORT** – Ms. Coulter

- Printouts of photos taken by Fay Walsh of the Children’s Room Refresh were included in the meeting folders. These photos will be used for a press release.
- The Library received \$25,000 of the \$75,000 grant from the Foundation for the Children’s Room Refresh. Thus far, the expenses have totaled \$72,702.70. Ms. Coulter will be contacting the Foundation for the remainder of the grant money, \$50,000.00. We plan to allocate the remaining \$2,297.30 toward additional wall décor.
- The Foundation awarded the Library funds for the Everbrite Sensory Room Light Feature totaling \$16,610.00. Thank you, Foundation.
- The Foundation did not approve the grant for the 4 AWE Literacy Tablets for the Children’s Room. *Ms. Nelson made a motion to approve library spending of \$13,899.00 to purchase the 4 AWE tablets; Ms. Benefico seconded; all in favor*
- Printouts of photos of the Sensory Room were included in the meeting folders and special note was made of the Plexi Wall for suction toys. Photos were taken by Fay Walsh and will be used for a press release.
- Suggestion from the Foundation to rename the “Sensory Room” making it more generic, as well as making it sound more welcoming and inclusive to the entire community. Discussion followed. Other ideas, themes and names were presented by Ms. Coulter and also suggested by Trustees. The consensus is that the room will function as a multi-use space and it was agreed to continue the discussion about the name at the next meeting.
- Donations: \$50.00 from Pamela Corey.
- Trustee Education. Ms. Coulter reminded Trustees of their obligation to complete two hours each year of Trustee education. Every month in the Board Meeting Package, she will include a link to all approved vendors.
- Ms. Coulter will be attending Library Advocacy Day in Albany on February 5, 2025.
- The Annual Report to the Community has been completed and copies will be printed and the report will be on the library website once the PR Committee approves the final draft.

#### **8:48 PM New Business**

Ms. Coulter will be taking over facilities management vacated by Mr. Gilman

#### **8:49 PM Public Remarks**

Mr. Levan commended the staff on doing a phenomenal job as indicated by the impressive numbers for circulation and attendance at programs (in-person and online)

#### **8:50 PM Public Meeting Ended**

#### **8:55 PM Executive Session Commenced**

#### **9:38 PM Executive Session Ended**