

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**February 25, 2025**

President Valerie Nelson called the meeting to order at 7:31 PM. She welcomed staff, trustees, and guests.

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

**Absent:** John Cristiano

A quorum was present throughout the meeting.

*Mr. Bellhouse made a motion to approve the minutes from the January 21, 2025 Board Meeting; Mr. Clark seconded; all in favor.*

The next Board of Trustees Meeting will take place at the Library on Tuesday, March 18, 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 January 31, 2025: \$2,433,348.57.

**Treasurer's Report – Mr. Clark**

Mr. Clark reported that there was a low balance in the Chase savings account, so we allowed a 6-month CD to mature to add to the savings account. Mr. Clark moved money to the checking account to cover tonight's warrants. The library is receiving the first installment of the tax levy (\$100,000.00) and should be deposited in our account soon. The library is also receiving a deposit from the Foundation for the Everbrite Mini Light Feature for the Sensory Room. Electronic payments have been implemented and the new process is going well. Anything over a \$2,500.00 payment still requires approval of Mr. Clark; exception to this is payroll, which is re-occurring.

**Current Holdings:**

**Chase Bank:** Checking: \$61,920.98; Savings: \$167,310.65; 3-month CD \$369,906.67 maturing Feb 28, 2025; 3-month CD \$202,269.33 (matured Jan 24, 2025 and added to savings)

**Key Bank:** Checking: \$5,000; Savings: \$240,771.31

**Wood Family Account:** Wood Capital: \$280,805.87 (cash \$4,964.85); Wood Maintenance: \$273,539.03 (cash \$8,800.62); General Maintenance: \$228,986.82 (cash \$6,144.81); Total Cash Available from Endowment Funds: \$19,910.28.

**WARRANTS**

Warrants were reviewed and any questions or concerns were addressed by Ms. Coulter. Ms. Nelson made mention that the Invoice Summary is now being grouped according to the budget category it falls under.

*Ms. Benefico made a motion to approve the warrants in the amount of \$53,525.65; Mr. Levan seconded; all in favor.*

**VENDOR PRESENTATIONS**

Representatives from two companies were in attendance and made presentations for the Audio-Visual system upgrade in the Schaffner Room: Joe Harrington from Hudson Valley Audio Visual, Inc. (\$67,783.00) and Don Gamsjager from DNR Labs (\$95,957.00). Proposals with project description, materials needed, equipment costs, labor costs, service costs, etc., were in the trustees' folders. Significant swings in cost between the two proposals were attributed to the size of projectors (10,000 lumens vs. 6,500 lumens), size of speakers, microphone systems, and what current equipment in the Schaffner Room could possibly be integrated with the new system. Mr. Gamsjager requested to the board that he submit another proposal as his initial proposal was based on the library receiving funds from a grant which specified a complete re-do, starting from scratch with all new equipment, etc., and now that the grant is off the table, he can adjust his pricing by incorporating some of the library's current equipment. The bids will be reviewed again at next month's meeting.

**COMMITTEE UPDATES**

**Technology** - Mr. Clark and Mr. Bellhouse discussed a website upgrade. Mr. Bellhouse reviewed the website and completed some research and believes that the site needs to be more effective and more user-friendly.

One of the issues with the site is understanding the "user journey" and Mr. Bellhouse said there are apps that can assist with that. Ms. Coulter addressed some of the issues she has with the site including having to add weekly events manually to the calendar, 52 times, instead of them automatically re-occurring on the calendar. The current CyberOptik/WordPress system does not allow for this and Mr. Bellhouse said that there are other tools we can consider to improve efficiency. Ms. Shen

suggested that our current vendor might be able to address some of our concerns. Discussion continued about updating the library “brand” as a first step; Ms. Wise would like to see a new logo. Ms. Coulter provided cost comparisons in Google Docs for the trustees to review. President Nelson is hesitant about moving forward because of the AV System Upgrade in the Schaffner Room, and potential parking lot expansion project, which are significant expenses. Mr. Clark reminded the board that enhancing the library’s website is part of the library’s long-term plan. A Website Upgrade Committee was formed with Mr. Bellhouse, Ms. Shen and Ms. Wise to continue research on this.

**Governance/Legal** - Mr. Levan announced that the Governance Committee is still in discussions on finalizing some changes to the policies, specifically Video-Conferencing and Remainder Terms, and he will be making recommendations to the board at the next meeting. Due to recent concerns with ICE (Immigration and Customs Enforcement) raids, Ms. Gallo-Cook is putting together some guidelines for the staff to follow if there is an encounter with law enforcement entering the library premises.

**Public Relations** – Ms. Wise is very pleased with the press releases and coverage in The Recorder. In the most recent publication, there is a very eye-catching half page advertisement announcing the Ribbon Cutting Ceremony on March 7<sup>th</sup> for the Children’s Room. She also is looking into Bedford New Canaan magazine to feature our events.

**Human Resources** – Ms. Benefico announced that a new part-time clerk has been hired, and there are several other candidates being considered to fill 2 additional part-time clerical roles. This is to cover the hours of librarian Hannah VanTillburg who resigned in January.

**Parking Improvement** – Ms. Nelson and Ms. Shen had informal conversations with selected Planning Board members about the possibility of re-visiting the parking lot expansion. The conversations were prompted by the fact that there are new faces on the planning board, and perhaps the expansion will be favorably met this time around. Ms. Shen said one of her conversations was promising, and it was suggested that we hire a consultant to represent us in front of the board, perhaps someone who has experience presenting before the planning board. The person who Ms. Nelson conferred with recognized the need for more spaces. Discussion followed and it was agreed that we identify a consultant to advocate for us, come up with a specific plan of what we want, go in front of the planning board with our traffic study and plan in an informal setting, to gauge their level support. The conversation will continue in next month’s meeting after Ms. Shen and Ms. Nelson have subsequent conversations with their contacts on the best way to proceed.

**Children’s Room Refresh** – Ms. Benefico reported that the Children’s Room is complete! The final breakdown of costs was provided in a spreadsheet prepared by Ms. Coulter, totaling \$77,182.72. A big thank you to the Foundation for funding this. Ribbon Cutting ceremony with special story time readers will take place on Friday, March 7.

#### **BUILDING and GROUNDS – Ms. Coulter**

- A ceiling tile stained by water has been replaced, and the roof above it was patched by Perry Roofing.
- The annual Fire Inspection has taken place and a report prepared by Nick Colello, Deputy Fire Inspector, can be found in Google Docs.
- A grate in the parking dislodged, and Luppino Landscaping repaired it.
- The wheel cart inside the book drop box was temporarily frozen and a cover was placed over it.
- There was wind damage to a light in the parking lot and the cost to fix it will be \$1,500.00. The tree causing the damage should be taken down at a cost of \$1,200.00.
- The road leading to neighbors’ homes was very icy. Discussion followed and the board needs to address who is responsible for plowing and caring for that road, especially if we are using it for overflow parking. No decision was made.

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

- The unveiling of the Children’s Room and Sensory Room will take place on March 7 and Kevin Hansan, Town Supervisor, will be one of the guest readers.
- A grant check from the Foundation for the Children’s Room refurbishment is expected this week.
- Reminder to Trustees to complete their required two hours of training.

**9:19 PM New Business**

**9:19 PM Public Remarks**

**9:19 PM Public Meeting Adjourned**