

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
March 18, 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, Valerie Nelson, Richard Levan, Selena Shen, Jenna Wise, Lexie Gallo-Cook (on Zoom), John Cristiano (7:37 pm)

A quorum was present throughout the meeting.

Mr. Bellhouse made a motion to approve the minutes from the February 25, 2025, Board Meeting; Mr. Levan seconded; all in favor.

The next Board of Trustees Meeting will take place at the Library on Thursday April 24, 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 February 28, 2025: \$2,352, 398.02.

Treasurer's Report – Mr. Clark

Current Holdings:

Chase Bank: Checking: \$108,327.74; Savings: \$159,703.74; 3-month CD \$373,291.32 maturing May 29, 2025;

Key Bank: Checking: \$5,000; Savings: \$240,863.68

Wood Family Account: Wood Capital: \$282,970.67 (cash \$4,977.96); Wood Maintenance: \$275,579.80 (cash \$9,255.75); General Maintenance: \$230,563.39 (cash \$6,178.28); Total Cash Available from Endowment Funds: \$20,411.99 (on sheet it is recorded as \$20,407.99 – I made correction)

Warrants

Mr. Clark made a motion to approve the warrants in the amount of \$61,778.02; Mr. Levan seconded; all in favor.

Committee Updates

Governance/Legal - Mr. Levan and Ms. Gallo-Cook.

- A review of the By-laws is now complete. The committee is proposing three changes in Article IV Meetings. In Section 3, they clarified and re-wrote the budget approval process. In Section 6 it will be written that a trustee must be present at a meeting to have his/her vote count. In Section 9, a list of acceptable emergency absences will now be included as part of the acceptable absence provision. (Absences are recorded by the Board Secretary in the monthly minutes).

Mr. Levan made a motion to approve the by-laws as amended. Ms. Nelson seconded; all in favor.

- 2024 Board Self Evaluation – each year the Board evaluates itself against certain criteria and assigns a rating. The trustees will read over the information, and be prepared to assign a rating for each category at the April meeting.

Technology – Mr. Clark and Mr. Cristiano. 3 vendors have submitted proposals/quotes for the Schaffner Room AV Upgrade. Mr. Clark prepared a comparison sheet. DNR and HVAV (who previously met with the Board) presented revised proposals because prior proposals were based on grant money and restrictions. A third vendor, Unsolicited, also submitted a proposal, which is 1/3 of the price submitted by DNR and HVAV, both of which came in very close in dollars. The Technology Committee has no recommendations at this time, but plans to visit installations by the three vendors and after that would invite Unsolicited to make a presentation to the Board.

Public Relations – Ms. Wise thanked everyone for their hard work and special thanks to Jennifer for her work on the Ribbon Cutting Ceremony. It was a fun and successful event and great to see the community come together. The committee continues to build advertising and has support from The Recorder and will be following up with Connect and Bedford New Canaan magazine. The committee will be re-visiting social media to ensure we are regularly showcasing and spreading the news about the new Children's Room and Sensory Room.

Human Resources – Ms. Benefico announced that the library has hired three part-time clerks to fill the hours vacated by a full-time librarian, and this does not alter the budget. The new hires are: Patrician Stein, Morgan Annar-Brady and Linda Borkowski. *Ms. Nelson made a motion to approve hiring of the 3 part-time clerks; Ms. Benefico seconded; all in favor.*

Parking Improvement – Ms. Nelson announced there has been progress. She has spoken to an engineering firm called Insite and they have presented a proposal for initial consulting fees associated with next steps for the parking lot expansion. They have reviewed previous documents that were prepared by firms the library has hired in the past and Insite will re-use a lot of

the data (to keep costs down) such as traffic study, soil samples. The proposal comes in at \$3,900.00 and Insite will submit two options: a plan which includes a new driveway for the neighbors and a plan that uses the existing driveway for the neighbors. When conferring with Insite, Ms. Nelson said they estimate final costs for a new parking lot with no more than 50 spaces to be between \$300,000.00 to \$500,000.00. The message to the planning board should be that “the library is increasing the size of the parking lot to meet the needs of our current patrons and programs.” If we move forward, Mr. Cristiano suggested we can pull some funds from our investment accounts. Ms. Nelson asked Emily Hunt Forbes, a Foundation Board member in attendance at the meeting, to discuss with other Foundation members the possibility of assisting with funding.

Ms. Shen made a motion to move forward with Insite’s proposal in the amount of \$3,900.00; Mr. Cristiano seconded; all in favor.

Building and Grounds – Ms. Coulter

- A flood was discovered in the Sensory Room on the morning of Thursday March 6. Ms. Coulter left a message for ServPro, but in the meantime took care of everything to get rid of the water, dry the contents of the room and set up a dehumidifier. When ServPro returned the call later in the day, they suggested that Ms. Coulter get in touch with CT Basement Systems to determine cause and next steps. Ms. Coulter is also looking into getting additional bids.
- Grates in the upper lot have become dislodged again. Ms. Coulter got a bid from Lawrence Construction and is seeking two additional bids from J& B Paving and Michael’s Paving.
- Ms. Coulter called in a plumber to look at the sump pump in the basement, which is running continuously. The plumber recommends replacing the unit due to its age and deterioration.
- A dead tree in the upper parking lots needs to be removed. Hector Romero Landscaping, who does our snow removal, presented a bid for \$1,600.00 which also includes grinding the stump. *Mr. Bellhouse made a motion to approve the \$1,600.00 proposal for tree removal and stump grinding; Mr. Clark seconded; all in favor.*

Director’s Report – Ms. Coulter

- On Sunday April 27, 2025, The Pound Ridge Partnership is sponsoring an Eco Afternoon from noon to 4 PM in recognition of Earth Day and Arbor Day. The library will be participating and the table will include Seed Library, Battery Recycling, Kids’ Crafts. Ms. Wise suggested we also collect used phones. Ms. Coulter requested that Trustees volunteer at this event.
- The Everbrite Mini will be arriving next week and Ms. Coulter will arrange for an electrician to install it.
- Ms. Coulter presented suggestions from ServPro to waterproof the Sensory Room.
- As part of the Library’s Long Term Planning 2025-2028, we should continue to explore ADA compliant solutions. For after-hour programs or private events on weekends, when the main entrance is locked, it is difficult for patrons with disabilities to enter the library from the side door due to the steps. Ms. Coulter suggested a flat ramp be constructed from the front walkway to the side entrance, avoiding the steps. Funding options include: Grants from ALA up to \$20,000.00; Grant from Library Construction Aid with no limit and covering 50%; and possibly some support from the Foundation.
- Ms. Coulter reminded Trustees to complete their required two hours of annual training. New trustees must complete this by September 2025, and incumbent trustees have until December 2025.
- Pound Ridge Library District Annual Report 2024. The report is sent to WLS for review and then forwarded to New York State Library Association for filing. *Ms. Shen made a motion to approve the 2024 Annual Report and share the data in that report with Insite for program numbers; Ms. Nelson seconded; all in favor.*

New Business – Ms. Nelson. The Library has been approached by the local Boy Scout Troop to be their sponsor. The Fire Department has sponsored in the past. Ms. Nelson will gather more details about what sponsorship entails such as costs, liability, and commitment terms. She will report back to the Board.

8:35 PM Public Remarks - none

8:35 PM Public Meeting Adjourned