

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
April 24, 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, Valerie Nelson, Richard Levan, Lexie Gallo-Cook

Absent: John Cristano, Selena Shen, Jenna Wise

A quorum was present throughout the meeting.

Mr. Levan made a motion to approve the minutes from the March 18, 2025, Board Meeting; Mr. Clark seconded; all in favor.

The next Board of Trustees Meeting will take place at the Library on Tuesday, May 20, 2025 at 7:30 PM, pending confirmation from absent trustees. (Please note that at the time of writing the minutes, the date has been changed to Wednesday, May 14, 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 March 31, 2025: \$2,328,654.49.

Treasurer's Report – Mr. Clark

Current Holdings as of April 22, 2025:

Chase Bank: Checking: \$66,151.14; Savings: \$156,193.74; CD \$358,007.79

Key Bank: Checking: \$5,000; Savings: \$238,635.37

Wood Family Account: Wood Capital: \$266,821.36; Wood Maintenance: \$260,762.17; General Maintenance: \$217,562.18

Mr. Clark transferred \$30,000.00 from Chase Savings to Chase Checking to cover April invoices.

Warrants

Mr. Bellhouse made a motion to approve the warrants in the amount of \$48,573.06; Mr. Levan seconded; all in favor.

Committee Updates

Finance – Mr. Cristiano absent

Technology - Mr. Clark. The Technology Committee continues to evaluate 3 AV system upgrade proposals. Mr. Clark visited the Wesport Library for a concert and was impressed with the sound quality. DNR labs put in their system. DNR Labs is also the company that installed our current system. HVAV's expertise seems to be in AV systems for events. The proposal from Unsolicited is a lot less money as their expertise is in optimizing AV quality specifically for board meetings and not events. Their latest proposal includes a "rally bar" solution. We would like to invite Michael from Unsolicited to our next meeting as representatives from the two other companies (HVAV and DNR Labs) have already presented to the board. Mr. Clark will arrange that. Discussion followed on funding for this project (i.e. Foundation support, NYS Construction Grants) and what projects are priorities for the library moving forward.

Governance/Legal - Mr. Levan. 2024 Board Self Evaluation – each year the Board evaluates itself against certain criteria and assigns a rating. The trustees were polled and verbally assigned a rating as follows 1. Always, 2. Usually, 3. Sometimes, 4. Occasionally, 5. Never.

The totals and average were computed, and results are as follows: Governance 1.0; Long Range Planning 1.5; Accountability and Transparency 1.17; Financial Planning 1.0; Program and Service Evaluation 1.17; Facility and Accessibility 1.67; Technology and Connectivity 2.0; Information Accessibility 1.0; Staff Development 2.33 (Mr. Bellhouse made a suggestion to split this category into Director Staff Development and Librarian Staff Development); Community Partnerships 1.2

Public Relations – Ms. Wise absent

Program Development – Ms. Shen absent

Human Resources – Ms. Benefico called for an Executive Session and invited Ms. Coulter to attend to discuss staffing needs.

Long Range Planning – Mr. Clark. Nothing new to report

Parking Improvement – Ms. Nelson sent CAD files to engineer and has not heard back.

Facilities Report and Director's Report – Ms. Coulter

- Sensory Room flood on March 6th. CT Basement Systems (\$16,515.75) and Roto Rooter (\$13,700.00) presented bids to waterproof the Sensory Room. CT Basement Systems proposed a trench and pipe system and catch basin installed outside

of the room. Roto Rooter wants to unblock a drainage pipe which is outside of the Schaffner Room that they think is the cause. Discussion followed with the board mixed on how to proceed. Ms. Nelson asked if this is an either/or proposition or do we need to do both? Ms. Coulter feels this was a rare instance caused by frozen ground and rainwater that had nowhere to drain; she feels we should leave it alone for the time being. A decision was made to form a sub-committee to determine next steps and also invite Roto-Rooter back in to explain their proposal. Mr. Bellhouse and Mr. Levan will chair this.

- The float switch on the sump pump in the basement is broken, and it was determined that it's best to replace the entire system. A proposal for the work was presented by Russell B. Bleakley Plumbing and Heating, Inc.
Ms. Nelson made a motion to approve the proposal in the amount of \$1,550.00 to remove the existing sump pump and install a new one; Ms. Benefico seconded; all in favor.
- Tree removal work in the upper parking lot is complete.
- Five proposals were presented to address the grate dislodgement in the upper parking lot. Proposals lacked detail and the board decided to go back to the vendors with the exact specifics and materials the board feels is best to fix the problem and we will review new proposals at the next meeting.
- New accessibility path. Ms. Coulter proposed a new accessibility path leading to the side entrance of the library. The need for this is when the front entrance, which is ADA Compliant, is closed. This occurs when events and meetings take place outside of normal library hours, resulting in patrons with disabilities, using the side entrance, which is not ADA compliant. Ms. Coulter displayed photos of the design for the proposed pathway and various materials that could be used. Discussion followed about the need, costs and other issues including an automatic door, and if there is enough clearance for a wheelchair to make the turn upon entry. Mr. Bellhouse made the point that the library's main entrance is ADA Compliant, and that the side entrance would be an accommodation. Ms. Coulter feels that the library should constantly be working towards making things more accessible. Ms. Nelson suggested that the Governance/Legal Committee review ADA requirement before we proceed with further discussion.
- Baby Program. Requests have come in to start a program for babies 12 months and under. Ms. Coulter proposed an ideal time would be on Thursdays and have the program in the Schaffner Room from 9:30 to 10:15 am before Yoga. She has adjusted staff schedule to accommodate this and has a music instructor in mind for the program. *Ms. Nelson made a motion to approve the early opening of the library on Thursdays to add this new program; Mr. Clark seconded; all in favor.*
- The Everbrite Mini light feature has been installed in the Sensory Room
- Eco Afternoon celebrating Earth Day and Arbor Day is taking place on Sunday, April 27, and the library will be participating with a Seed Library, Battery Recycling, and Kids' Crafts. Ms. Coulter invited trustees to attend.
- An inquiry came into the library asking if we had a policy for memorial donor plaques, benches, or paving stones. We do not have a policy, but patrons have paid for and installed memorial benches and plaques in the past with the board's approval. It was decided that Ms. Nelson would speak to the Foundation and discuss a policy for this.
- A high school student will be joining the library for a five-week internship program. Mr. Bellhouse suggested that perhaps the student speak at a meeting after the internship to share his/her experience.
- A thank you note was sent to Pound Ridge resident, Karen Greenburg, for her generous donation of \$500.00 made in appreciation for the library permitting her to use the parking lot to accommodate overflow parking for an event she is having in May.
- Ms. Coulter reminded trustees of the two-hour trustee education requirement. New trustees must complete this by September 2025, and incumbent trustees have until December 2025.

New Business

- Ms. Nelson reminded trustees to complete the required Sexual Harassment Training Course by April 30, 2025.
- The cottage has an infestation of powder post beetles which can lead to termites. Concern that this could spread to the library. A proposal for prevention for both properties from JP McHale was included in the trustee documents. No decision was made.
- The tenants in the cottage are purchasing a new washer/dryer and we will be storing the old appliances in the library basement.

8:47 PM Public Remarks - none

8:47 PM Public Meeting Adjourned

8:49 PM Executive Session commenced

9:14 PM Executive Session Adjourned