

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**May 14, 2025**

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

**Present:** Anne Benefico, Michael Clark, John Cristiano, Lexie Gallo-Cook, Valerie Nelson, Jenna Wise, Selena Shen

**Absent:** Robert Bellhouse, Richard Levan

A quorum was present throughout the meeting.

*Mr. Clark made a motion to approve the minutes from the April 24, 2025, Board Meeting; Mr. Cristiano seconded; all in favor.*

The next Board of Trustees Meeting will take place at the library on Wednesday, June 18, 2025, 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 April 30, 2025: \$2,270,794.22.

**Treasurer's Report – Mr. Clark**

**Current Holdings as of May 14, 2025**

**Chase Bank:** Checking: \$70,248.75; Savings: \$109,708.96; 3 MO CD \$373,291.32 (maturing May 29, 2025)

**Key Bank:** Checking: \$5,000; Savings: \$241,065.03

**Wood Family Account:** Wood Capital: \$282,382.16; Wood Maintenance: \$275,559.37; General Maintenance: \$231,261.48. Cash available from these accounts total: \$23,210.81

**AV Presentation from Unsolicited**

Michael LaVoie from Unsolicited presented his proposal for upgrading the AV System in the Schaffner Room. The Unsolicited proposal is geared toward sound and video quality for Board Meetings and similar, not for large events. The equipment he is proposing from Logitech, including a new to the market Rallybar System, is a self-contained system for meetings. Prior to Mr. LaVoie's presentation, two other companies had presented their AV proposals to the Board at previous meetings.

**Warrants**

*Ms. Benefico made a motion to approve the warrants in the amount of \$39,151.12; Mr. Cristiano seconded; all in favor.*

**Committee Updates**

**Finance** – Mr. Cristiano. The Finance Committee will meet with Ms. Coulter and present the first draft of the 2026 budget to the Board at the next meeting. The Finance Committee continues to review the Gift Acceptance Policy in response to a letter from the son of a patron who inquired about the library's program for memorial donor plaques, benches or paving stones. After extensive discussion, it was determined that Ms. Wise would respond to the person who made the inquiry and explain that we do not have a formal policy in place at the moment, and try to gather more details about what they had in mind. She will report back to the Board.

**Governance/Legal** – Ms. Gallo-Cook. Ms. Gallo-Cook continues to research ADA requirements. This is for accommodating programs that take place after normal library hours when the main entrance, which is ADA compliant, is closed and patrons use the side entrance, which is not ADA compliant.

**Technology** - Mr. Clark summarized the three AV proposals emphasizing that two of the proposals (DNR and HVAV) upgrade the AV system for the entire space in the Schaffner Room, while Unsolicited is more localized to small meetings. Mr. Clark, as Technology Chair, favors Unsolicited's proposal. Discussion followed regarding cost concerns, storage space for equipment, and other factors. Ms. Coulter said she hasn't found a suitable solution that checks off all the boxes even after her extensive research. Ms. Nelson felt that there was no resounding support in favor of any of the 3 proposals. The Board decided to hold off on making a decision and revisit this in the future. Mr. Clark will call Mr. LaVoie and thank him for his time.

**Public Relations** – Ms. Wise. Nothing new to report.

**Program Development** – Ms. Shen is pleased to report that two weeks into the new "baby music" program, it has been very well received.

**Human Resources** – Ms. Benefico called for an Executive Session for Trustees only.

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

**Parking Improvement** – Ms. Nelson. Ms. Nelson received one drawing from Insite Engineering and is waiting for another. She will also suggest to Insite that they present to the Board once we have both drawings.

#### **Facilities Report and Director's Report – Ms. Coulter**

- The sump pump system in the library basement has been replaced successfully by Russell B. Bleakley Plumbing and Heating, Inc.
- The library received the five revised proposals to address the grate dislodgement in the upper parking lot. The trustees decided to proceed with J&B Paving. Mr. Cristiano suggested we can use the cash reserves from the Trust accounts.  
*Ms. Nelson made a motion to approve the proposal from J&B Paving in the amount of \$7,000; Mr. Cristiano seconded; all in favor.*
- Ms. Coulter reminded trustees of the two-hour trustee education requirement.

#### **New Business**

- Ms. Nelson discussed the possibility of hiring an outside resource to assist Ms. Coulter in facilities management. Ms. Coulter is open to the idea of assistance. Bonnie Schwartz, former Trustee and former Board President, was suggested for the task; she knows the grounds and building well. The primary responsibility would be to walk the property once or twice a week and also contact vendors for bids when work needs to be done. Pay would be an hourly rate, to be determined. As a guide, we can use the list of tasks that the previous facilities manager used. As another option, Ms. Shen suggested contacting a concierge service to see what tasks they perform and what they charge. It was decided that Ms. Coulter would start a conversation with Ms. Schwartz about this.
- Regarding the powder post beetles detected in the cottage, no decision on how to proceed has been reached. Mr. Bellhouse was looking into metal shields as a possibility for treatment, which he determined would not work. The Sentricon system suggested by JP McHale and Company is for termites, and as of yet, the tenants have not reported termites. Ms. Coulter added that the library has never had termites.
- Roto-Rooter returned to the library to assess blockage and leaks. This was due to the flooding in the Sensory Room back in March. They suggested enlarging the leaders from 3 to 4 inches and enlarging the gutters from 4 to 6 inches. It was suggested that perhaps the gutters just need to be cleaned. Ms. Coulter will discuss with Mr. Bellhouse and obtain quotes for cleaning the gutters. It was also suggested that we investigate installing water sensors in the Sensory Room that will alert us of flooding through an app that can be installed on the iPhone.
- Boy Scouts – Ms. Nelson will follow up with the troop leader to come to a meeting and make a presentation on what is involved in sponsoring the troop.

**8:39 PM Public Remarks - none**

**8:39 PM Public Meeting Adjourned**

**8:43 PM Executive Session commenced**

**9:01 PM Executive Session Adjourned**