

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
June 18, 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 May 14, 2025, Board Meeting; Ms. Shen seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Wednesday, July 23, 2025, at 7:30 PM.

Financials – The Profit and Loss Statement and the Balance Sheet prepared by Mr. Lewis were included in the meeting materials. Total Assets as of May 31, 2025 are: \$2,202,595.79.

Treasurer's Report – Mr. Clark – Drainage grate in driveway and blacktop area surrounding it have been fixed. \$7,000 payment to J&B Paving will be covered by cash from the Wood General Maintenance Account.

Bank Statement as of June 18, 2025

Chase Bank: Checking: \$73,474.55; Savings: \$719,713.99; 3 MO CD \$376,538.95 (maturing August 29, 2025)

Key Bank: Checking: \$5,000; Savings: \$241,167.42

Wood Family Account: Wood Capital: \$286,010.95; Wood Maintenance: \$278,558.27; General Maintenance: \$226,653.46. Cash available from these accounts total: \$17,120.89

Warrants

Ms. Benefico made a motion to approve the warrants in the amount of \$47,218.81; Mr. Cristiano seconded; all in favor.

ASPIRE Intern Presentation

High School Student, Valerie Flores, completed an internship at the library under the supervision of Director Jennifer Coulter. Miss Flores gave a presentation highlighting the experience she gained and the various projects she completed.

Committee Updates

Finance - Mr. Cristiano

Mr. Cristiano met with Ms. Coulter and the Finance Committee to draw up the first draft of the 2026 budget, which was included in the board materials. Mr. Cristiano discussed several of the proposed changes for 2026 based on spending in 2025 and anticipated needs moving forward in 2026. Discussion followed. It was agreed to have Mr. Lewis compose a letter to the board approving all the changes, and the Board will vote on the 2026 budget at next month's meeting.

Technology - Mr. Clark

Mr. Clark reported that a new laptop computer was purchased for Ms. Coulter. The cost was under \$1,500, and Ms. Coulter has authorization for purchases not exceeding \$1,500.00, so no motion was needed.

One of the desktop computers in the Children's Room, originally purchased in 2016, needs replacement. *Mr. Clark made a motion to approve the purchase of a new computer for the Children's Room in the amount of \$3,266.00 to Awe Learning; Mr. Cristiano seconded; all in favor.*

Governance/Legal – Ms. Gallo-Cook. Nothing new to report this month.

Public Relations - Ms. Wise

Ms. Wise sent a letter to the patron who inquired about the library's program for memorial donor plaques, benches or paving stones. She will report back to the Board once she receives a response as to what exactly they have in mind.

Ms. Wise continues to be proactive regarding feedback and inquiries received from patrons through the various social media and communication outlets. She acknowledges their concerns and also encourages them to attend our meetings.

Program Development - Ms. Shen

Ms. Shen is pleased with the changes made to the children's music offerings and thanked Ms. Coulter. A new vendor was added to the music program. Community feedback has been very favorable.

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

Long Range Planning - Mr. Clark. Nothing new to report this month.

Parking Improvement - Ms. Nelson

A draft from Insite Engineering was displayed on the screen. Ms. Nelson noted that safety is a big concern for the staff, Pound Ridge Planning Board and the community. She pointed out how the proposed parking lot draft addresses safety, including the construction of a sidewalk from the upper lot near the diagonal spaces down to the side entrance, including a crosswalk. In addition, ADA compliant handicapped spaces will be across from the side entrance and we will add a crosswalk there also. The driveway leading to the neighbors' homes will be paved and widened, to accommodate parking on both sides. Ms. Nelson emphasized that this new design maximizes pavement, complies with ADA regulations, adds safety and it is not increasing traffic. Ms. Nelson estimates total cost of this project to be \$250,000.00 – \$500,000.00 and Insite concurs with this range. Next step would be to get on the Planning Board calendar and informally make a presentation. Proposed date would be July 22 as long as we could have all the materials in front of the board by July 8. Ms. Nelson will see if July 22 works for Dawn McKenzie, from Insite. Ms. Wise suggested that we reach out to patrons who support a new parking lot and ask them to attend the meeting.

Director's Report – Ms. Coulter

- Facilities Management. The Library is hiring former Library Board Trustee and President, Bonnie Schwartz, for facilities management. Ms. Schwartz will be paid \$35.00 an hour, and her monthly compensation will not exceed \$500.00 unless authorized in advance. Ms. Schwartz will assume these responsibilities starting June 19.
- Trustee Election. Date for election will be September 16. Ms. Coulter proposed that part-time staff member Morgan Annar-Brady act as election coordinator. Pay is \$1,000.00. Trustees with terms expiring are Valerie Nelson, John Cristiano, Michael Clark and Selena Shen. Ms. Nelson is not eligible to re-run. Mr. Cristiano, Mr. Clark and Ms. Shen should make their intentions known as soon as possible.
- New Calendar on Website will roll out on June 21. It will be more efficient and user friendly. Patrons will find it easier to make reservations for programs; they will receive email acknowledgements and text reminders.
- Grant from Senator Shelley Mayer. \$15,000.00 will be awarded in the next six months for enhancing community engagement through programs and book collections.
- Donations. League of Women Voters of Northeast Westchester made a donation in the amount of \$100.00. They will be disbanding on June 30 and thanked Ms. Coulter and the library for use of the Schaffner Room for their meetings. Katie Goldberg, Artist, who displayed in the Schaffner Room, donated \$50.00
- Trustee Education. Ms. Coulter reminded trustees of the two-hour trustee education requirement.

New Business

- Boy Scouts – we never heard back from them regarding sponsorship.
- 2024 Annual Financial Audit is still under review.

8:25 PM Public Remarks - none

8:25 PM Public Meeting Adjourned

8:35 PM Executive Session commenced

8:58 PM Executive Session Adjourned