

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
August 19, 2025

President Valerie Nelson called the meeting to order at 7:32 PM. She welcomed staff, trustees, and guests.

Present: Anne Benefico, Robert Bellhouse, Michael Clark, John Cristiano, Richard Levan, Valerie Nelson, Jenna Wise

Absent: Selena Shen, Lexie Gallo-Cook (attended on Zoom)

A quorum was present throughout the meeting.

Mr. Bellhouse made a motion to approve the minutes from the July 23, 2025 meeting; Mr. Cristiano seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Monday, September 15, 2025, at 7:30 PM. Prior to the meeting, a reception will start at 7:00 PM for the outgoing trustees: President Valerie Nelson, Vice President John Cristiano, Treasurer Michael Clark and Trustee Selena Shen.

Financials – The Profit and Loss Statement and the Balance Sheet prepared by Mr. Lewis were included in the Google Drive folder. Total Assets as of July 31, 2025 are \$2,078,650.37.

Treasurer's Report – Mr. Clark

- A new 3 month CD was purchased.
- \$40,000.00 within the endowment fund was invested in a Connecticut State bond: CT ST G&O.
- \$50,000.00 was transferred from Savings to Checking to cover warrants.

Chase Bank: Checking 80,521.95; Savings 379,736.60

3-month CD 376,538.95 (3.5% - maturing Aug 29, 2025)

3-month CD 200,000 (3.58% - maturing October 28, 2025)

Key Bank: Checking 5,000; Savings 241,369.03

Westchester Financial Advisors.

Wood Capital 289,689.95 (cash 4,589.23)

Wood Maintenance 282,118.67 (cash 8,269.09)

General Maintenance 229,790.23 (cash 2,369.12)

Cash available 15,227.44

A discussion followed on current signers as 3 departing board members are authorized to sign; Ms. Benefico, a fourth, remains. If any financial documents or checks require multiple signatures during the timeframe between the September meeting and the election of new officers in October, we can reach out to departing board members. Mr. Clark and Mr. Cristiano are authorized signers on the investment portfolio; new signers will have to be assigned. Mr. Clark will also assist in the transition of duties to the new treasurer, once elected. Ms. Nelson is also available to assist in the transition. Mr. Bellhouse raised a question about job responsibilities since there will be a change in the board and election of new officers, of officers, and Ms. Nelson indicated that job descriptions can be found in the Trustee Handbook.

Warrants

Mr. Clark raised a question about one of the invoices, pertaining to plastic covering for the Storywalk book stands. He wanted to know if the library is funding the Storywalk project, because when reading the website, it gives credit to the Recreation Department. Ms. Coulter explained that the library is responsible for changing the story every month and it is a joint project with the Recreation Department. Mr. Clark suggested that changes be made to the wording on our website since the library is currently maintains and installs new stories every month.

Ms. Benefico made a motion to approve the warrants in the amount of \$53,927.60; Ms. Cristiano seconded; all in favor.

Committee Updates

Finance - Mr. Cristiano. The 2024 Audit is complete and has been posted to the library website.

Technology - Mr. Clark. Nothing new to report

Governance/Legal – Mr. Levan. Mr. Levan and Ms. Gallo-Cook continue to work on terminology relating to trustee term limits and partial terms. NYS state law says, “under no circumstances can someone serve more than 6 years.” We need to make sure we comply with NYS, and understand if “consecutive” differentiates between someone elected and someone appointed when it comes to term limits. Also, Mr. Levan is tweaking some wording on the by-laws and will discuss with Ms. Coulter and present any changes at a future meeting.

Public Relations - Ms. Wise. Ms. Wise and Ms. Coulter pitched a story to The Recorder about the Storywalk along the path at the Town Park. Neal Rentz, who covers library news for The Recorder, is reviewing the story with the newspaper editor. Also, Ms. Wise reported that online mom's groups in Pound Ridge are showing that there is a lot of interest in Mah Jongg, but the timing of the games at the library does not work with their schedules, and we will discuss adding an evening beginner's class.

Program Development - Ms. Shen. Absent

Human Resources – Ms. Benefico. Ms. Benefico called for an Executive Session and requested that Ms. Coulter attend.

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

Parking Improvement - Ms. Nelson. Ms. Nelson spoke to the engineer from Insite who attended the meeting with Jim Perry, Building Inspector; and Rebecca Wing, Chairperson of the Planning Board. Ms. Nelson indicated the biggest issue is where to put handicapped parking. Ms. Wing walked the property with Ms. Coulter and suggested putting handicapped parking in the upper lot near the dumpsters and building a path (requiring several switchbacks, due to steepness) down to the entrance to the Fiction Room. Ms. Nelson feels that someone in a wheelchair would have difficulty crossing the driveway to get to the path, and difficulty navigating down the path. Another suggestion is putting handicapped spaces to the left of the entranceway where there is lawn now. Ms. Nelson is going to reach out to the attorney we used in the past to get clarification on whether the 5 spaces we have now across from the side entrance are impeding on the neighbor's property, and if so, were we granted an easement. Also to be discussed with the attorney will be if we should make an application to the Planning Board or go in front of the planning board without an application. Mr. Clark raised a question about land use coverage in the overflow lot and Ms. Nelson explained that that seems to be less of an issue.

Director's Report – Ms. Coulter

- Trustee Election. Date for election is September 16. There are 4 seats open. 4 petitions have been filed.
- Trustee Education. Ms. Coulter reminded trustees of the two-hour trustee education requirement.
- Building and Grounds - Ms. Coulter reported that Ms. Schwartz presented a facilities report and she is very proactive in taking care of indoor/outdoor maintenance issues. There is lots of work getting done.
- Letter from a patron regarding lack of available parking for the Chair Yoga Program. This program immediately follows the baby music program on Thursday mornings. Both programs are very popular. Ms. Coulter will approach the Yoga instructor and participants about changing the time or perhaps suggest to the participants that they carpool.

8:08 PM New Business – Ms. Nelson reminded the board that as part of the Wood Family Endowment, there is an obligation to make an annual visit to the Wood Family Memorial at the Kensico Cemetery. Ms. Benefico will take care of this in September and bring along another board member.

8:09 PM Public Remarks - none

8:09 PM Public Meeting Adjourned

8:16 PM Executive Session Commenced

8:29 PM Executive Session Adjourned

8:30 PM Public Session Reopened

Ms. Coulter is proposing to open the library 7 days a week. In order to do this, she is going to turn 3 part-time clerical roles into one full time clerk position. Morgan Annar-Brady passed the civil service test and will fulfill this role. This change does not impact budget. Ms. Coulter will meet with the part-time clerks and notify them of the change in library days/hours and discuss new hours with them to see if they can cover weekends.

Mr. Clark made a motion to open the library 7 days a week contingent on adequate coverage to support the new schedule; Ms. Wise seconded; all in favor.

8:33 PM Public Session Adjourned