

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
July 23, 2025

President Valerie Nelson called the meeting to order at 7:30 PM. She welcomed staff, trustees, and guests.

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

Absent: Lexie Gallo-Cook (excused absence)

A quorum was present throughout the meeting.

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

The next Board of Trustees Meeting will take place at the library on Tuesday, August 19, 2025, at 7:30 PM.

Facilities Report – Bonnie Schwartz

The library's new Facilities Manager, Bonnie Schwartz, made a brief introduction and gave an update of recent work completed, and upcoming projects including repairing a leak in the Schaffner Room, carpet cleaning, pothole repair, railroad tie replacement by the handicapped parking spaces, removal of dead trees, grate cleaning, touch-up painting and carpentry work on the building exterior. Ms. Schwartz recommended Perry Roofing for gutter repair. We should use 6 inch gutters. We are awaiting a reply from the Landmarks Commission about whether the library needs to comply with copper or whether we can use white aluminum. Ms. Schwartz asked Luppino Landscaping to clean the grates every Monday as part of their regular weekly maintenance; hopefully reducing flooding issues. *Mr. Clark made a motion to approve up to \$4,200.00 for gutter repair; Ms. Benefico seconded; all in favor.* The cost could be lower if the Landmarks Commission approves white aluminum. *Ms. Nelson made a motion to approve the proposal from Genesis in the amount of \$3,500.00 for power washing, minor carpentry and paint touch-ups on the exterior of the building; Mr. Levan seconded; all in favor.*

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 June 30, 2025, are \$2,159,674.01.

Treasurer's Report – Mr. Clark – Working on opening a new 3 month CD. Also, Mr. Clark discussed getting vendors on ACH so electronic payments will be transferred quickly; the Board agreed. We do not want to go back to check-writing for vendor invoices. Ms. Coulter will let the vendors know that they can continue with our current electronic payment process or switch to ACH transfer, but we are not going back to check writing.

Bank Statement as of July 23, 2025

Chase Bank: Checking: \$96,581.59; Savings: \$629,725.69; 3 MO CD \$376,538.95 (maturing August 29, 2025)

Key Bank: Checking: \$5,000; Savings: \$241,266.55

Wood Family Account: Wood Capital: \$287,627.18; Wood Maintenance: \$280,605.57; General Maintenance: \$228,500.95.

Cash available from these accounts total: \$53,098.30.

Warrants

Ms. Nelson made a motion to approve the warrants in the amount of \$45,703.14; Ms. Shen seconded; all in favor.

Mr. Clark previously transferred funds to cover the warrants.

Ms. Nelson reminded the Board that a visit to the Wood Family Mausoleum is due. Ms. Benefico will make a visit to the cemetery. Ms. Coulter will look through archives to see who we have to notify that we fulfilled this annual obligation as written in the endowment.

2024 AUDIT REPORT; Pound Ridge Library District

Mr. Jeff Shaver, partner with PKF O'Connor Davies, LLP, presented the draft audit for fiscal year ending December 31, 2024. He stated that the audit started in February, 2025, but several documents delayed the finished report. The Independent Auditor's Report, Mr. Shaver stated, is an unmodified and clean opinion which is the most favorable opinion we can receive, and the numbers are complete and accurately stated. Mr. Shaver made note of some of the financial highlights of the report. We are still waiting on some cash confirmations. In the future, Mr. Shaver recommended we schedule the audit when Ms. Nardelli and Mr. Lewis have at least 80% of the preparation work done. It will keep audit fees down.

Once the audit is approved and signed off on, the final version will be posted the Pound Ridge Library website

Committee Updates

Finance - Mr. Cristiano

Mr. Cristiano asked if there were any questions about the 2026 budget, indicating that perhaps for future budget calculations, we think about factoring in more money for general building maintenance. Also it was suggested that the Legal Committee look at the cottage lease agreement, to see if we can do a walkthrough to anticipate any future maintenance issues. Mr. Levan will look into this. Ms. Coulter added that Ms. Schwartz is diligent in keeping up with issues both inside and outside.

Mr. Lewis, Library Accountant, reviewed the 2026 budget and sent a letter providing a summary of the budget, which was included in the Google Drive folder. *Mr. Cristiano made a motion to approve the 2026 budget; Ms. Nelson seconded; all in favor.*

Technology - Mr. Clark. Nothing new to report

Governance/Legal – Mr. Levan. Nothing new to report. Mr. Levan raised a question to the Technology Committee about adding extra microphones, and we let him know we decided in a previous meeting not to move forward with that.

Public Relations - Ms. Wise. No major update, but she informed the Board that Selena Shen was featured in “What’s the Plan,” a local newsletter. Ms. Shen was interviewed about the library. Ms. Wise hopes to promote this on our social media.

Program Development - Ms. Shen. Very pleased about the coverage we are getting in The Recorder.

Human Resources - Ms. Benefico. We are still contemplating adding more staff and adding more hours/days to our library schedule. One step toward that goal is having Morgan Annar-Brady, a part-time worker, take the civil service test for library clerk.

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

Parking Improvement - Ms. Nelson

An informational meeting took place. Present were Library Director Jennifer Coulter, Richard Williams, an engineer from Insite; Jim Perry, Building Inspector, and Rebecca Wing, Chairperson of the Planning Board. Ms. Nelson is still waiting to have a conversation with the engineer. Based on the notes she read, some points of concern are: land use for current overflow lot, proposed new handicapped spaces too close to the road and also infringing on neighbor’s property. Suggestions are we should hire an attorney; we should hire a land use expert. Ms. Nelson surmised there is not a lot of support from the planning board.

Director’s Report – Ms. Coulter

- Trustee Election. Date for election is September 16. There are 4 seats open. Ms. Nelson is not eligible to re-run, and Mr. Cristiano, Mr. Clark and Ms. Shen will not be running. Ms. Coulter is getting the word out on social media and the newspaper about the vacancies. We have one petition so far. We expect more. Petitions are due August 15.
- Trustee Education. Ms. Coulter reminded trustees of the two-hour trustee education requirement.

New Business

- Calendar product on library website is functioning well. Features include automated text/email reminders to patrons who have signed up for programs.

8:36 PM Public Remarks - none

8:36 PM Public Meeting Adjourned