

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
September 15, 2025

Prior to the meeting, a reception was held for the 4 outgoing trustees. A gift and a bouquet of flowers were presented to President Valerie Nelson; a bouquet of flowers was also presented to Vice-President John Cristiano and Trustee Selena Shen. Treasurer Michael Clark was not in attendance.

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

Present: Anne Benefico, Robert Bellhouse, John Cristiano, Lexie Gallo-Cook, Richard Levan, Valerie Nelson, Selena Shen, Jenna Wise

Absent: Michael Clark

A quorum was present throughout the meeting.

Mr. Bellhouse made a motion to approve the minutes from the August 19, 2025, meeting; Ms. Benefico seconded; all in favor.

The next Board of Trustees Meeting will take place at the library on Wednesday October 22, 2025, at 7:30 PM. Ms. Coulter will clear the date with the new trustees after the election takes place on September 16, 2025. Ms. Nelson suggested that Ms. Benefico, current Secretary and only officer remaining on the Board, run the next meeting; and Ms. Coulter assist with taking minutes. Ms. Nelson also suggested that once the new Board is in place, they should decide whether to continue recording meetings on Zoom, which were originally offered due to Covid. Since the Board meetings are open to the Pound Ridge community, anyone interested is welcome to attend in person. Also, by eliminating Zoom, Trustees would not need to pass around the microphone every time they speak during the meeting. Ms. Nelson also reminded the Board of the required annual visit to the Wood Memorial. Ms. Benefico will arrange a date. Mr. Levan and Mr. Bellhouse offered to accompany Ms. Benefico. Ms. Wise raised a question about election of new officers and Ms. Nelson reminded the Board that both the office of Secretary and Treasurer, can be held by individuals not on the Board, so outside individuals who are interested can be appointed. Also discussed was the possibility of utilizing AI for help with recording and writing the minutes and perhaps whoever gets on the Technology Committee can discuss this.

Financials – The Profit and Loss Statement and the Balance Sheet prepared by Mr. Michael Lewis were included in the Google Drive folder. Total Assets as of September 15, 2025, are \$2,002, 949.61.

Treasurer's Report – Mr. Clark prepared the report and it was included in the trustees' folders. Prior to the meeting, he transferred \$30,000.00 from Savings to Checking to cover the warrants.

Chase Bank:

Checking 90,521.30; Savings 299,743.03

3-month CD 379,906.88 (3.41% - maturing Nov 29, 2025)

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

Key Bank:

Checking 5,000; Savings 241,471.55

Westchester Financial Advisors:

Wood Capital 292,615.31 (cash 4,618.55)

Wood Maintenance 287,217.59 (cash 8,726.50)

General Maintenance 233,068.49 (cash 2,376.76)

Total cash available 15,721.81

Mr. Cristiano made a motion to approve the warrants in the amount of \$39,314.66; Ms. Shen seconded; all in favor.

Committee Updates

Finance - Mr. Cristiano. The 2024 Audit is complete and a final report has been presented to the Trustees. Ms. Lewis signed off on it and Ms. Nelson will see if she is also required to sign it. The Board will continue to engage PKF O'Connor Davies for the 2025 Audit.

Technology – Mr. Clark. Absent

Governance/Legal – Mr. Levan. Mr. Levan and Ms. Gallo-Cook continue to work on Article 2, Section 5 and 6 regarding "term limits", "remainder terms" and terminology relating to "appointed" and "elected" trustees. 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. Ms. Nelson mentioned that when the library became a taxing district NYS bylaws were sent to us, and we may still be held by them, and perhaps all the changes we have been making are not valid. She suggested we should hold off on making any additional changes and that the committee continue their research, perhaps hire outside counsel and make an informed decision.

Public Relations - Ms. Wise. Ms. Wise announced that the new 7-day a week opening of the library is going well. We are getting good coverage about this in The Recorder. We are posting reels on social media announcing the new hours. It was covered in the Supervisor’s Letter. Ms. Shen suggested we reach out to local businesses and also our schools to let them know too.

Ms. Wise announced that the story she and Ms. Coulter pitched to The Recorder about the Storywalk along the Town Park path, has unfortunately been turned down by the newspaper.

In addition, Ms. Wise never heard back from the patron who had inquired about the library’s policy (we do not have one) for memorial donor plaques, benches or paving stones. Ms. Wise was hoping to have a conversation with this patron to gain a better understanding of exactly what they had in mind, so the Board can discuss it and provide an informed response to the request.

Program Development - Ms. Shen. The parking lot congestion issue for two popular programs (Chair Yoga and Baby Music) that run back-to-back has not been rectified. It was suggested that Chair Yoga move to Mondays, but it would be competing the Recreation Departments’ program on Monday at Conant Hall.

Human Resources – Ms. Benefico. Ms. Benefico reported that Ms. Coulter has successfully worked out the staffing calendar and arranged for coverage on all 7 days. Ms. Morgan Annar-Brady is now a full-time clerk and has added to her hours, and other part-timers have switched days to accommodate the Sunday and Monday hours. In addition, Ms. Heidi Nardelli has been hired part-time covering Saturdays.

Long Range Planning - Mr. Clark. Absent.

Parking Improvement - Ms. Nelson. Ms. Nelson spoke to the attorney, Ms. Gerri Tortorolla, who has assisted us in the past and gave her an overview of where we are. Ms. Tortorella will do some research and look at the easement near the 5 lower parking spaces and get back to us. Ms. Nelson will assist in transitioning all the information about the Parking Improvement Project to the new Board and new Committee.

Director’s Report – Ms. Coulter

- **Trustee Election.** Election is tomorrow, September 16. Please vote. There are 4 people running for 4 seats. Richard Esman, Marvin Markowitz, Chrissy Sassi-Lehner and Valerie Shiba- Silverman. The terms are 3 years , from October 1, 2025 to September 30, 2028.
- **2026 Holiday Schedule.** Now that the library is open 7 days a week, and many of the national holidays fall on Mondays, Ms. Coulter has come up with new holiday schedule. For Memorial Day and Labor Day the library will close, and all staff will have the day off. But on other Mondays when schools are closed, the library will remain open and staff who work will be offered a floating holiday. The Personnel Policy will have to be updated to reflect this change. *Ms. Benefico made a motion to approve the new holiday schedule as proposed by Ms. Coulter; Ms. Gallo-Cook seconded; all in favor.*
- **Harvest Fest.** Date is Saturday October 4. Ms. Coulter encouraged trustees to attend. Promotional give-a-ways will include tote bags, note pads and candy. We will add another product (to be determined) promoting the new library hours. Suggestions included magnets, water bottles, chip clips. The library will have a craft table where children can make their own autumn themed bracelets/necklaces.
- **Teen Creators and Hosts.** Ms. Coulter will be reaching out to high school and middle school counselors to invite students to volunteer at the library and lead programs in art, music, writing, fashion, STEM – whatever they are passionate about. They can also work on special projects or assist in shelving and labeling books. It’s a great opportunity to build leadership.
- **The Great Pound Ridge Bookworm Hunt.** To promote that the library is open 7 days a week, Ms. Coulter is proposing a Scavenger Hunt. Following maps and clues, children will search the town for 7 hidden bookworms and will bring them “home” to the library to win a prize bag. This program will run for a month and is family fun as well as encouraging children to get outdoors and walk. Mr. Bellhouse suggested we do something similar for teen and young adults.
- **Donations Received.** Gill Lupima, \$250.00. Norman Senior, \$250.00 Thank you notes have been sent.
- **Mah Jongg –** Mah Jongg is extremely popular, and we are in contact with the working mothers group to add an additional nighttime class; Ms. Coulter is looking into Wednesday evening as a possibility.
- **Trustee Education.** Ms. Coulter reminded trustees of the two-hour education requirement.

8:11 PM New Business - none

8:11 PM Public Remarks - none

8:11 PM Public Meeting Adjourned