

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
October 22, 2024

Vice-President Valerie Nelson called the meeting to order at 7:17 PM. She welcomed staff, guests, returning board members and the newly elected board members.

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

Absent: Richard Levan

A quorum was present throughout the meeting.

The next Board of Trustees Meeting will take place at the library on Tuesday November 19, 2024, at 7:30 PM.

Ms. Benefico made a motion to approve the minutes from the September 19, 2024, Board Meeting; Mr. Cristiano seconded; all in favor.

Building and Grounds (Ken Gilman)

- The irrigation system has been turned off for the winter; the gutters and downspouts have been cleaned.
- Prompted by a letter to the library from Ms. Evelyn Carmichael regarding dangerous tree situations along the back driveway, Mr. Gilman secured 2 proposals so far for tree removal on the library grounds. Mr. Gilman had our arborist, Geoff Dodge, walk the grounds and make a list of potential hazards. The proposals were based on the list that Mr. Dodge compiled. Mr. Gilman believes the less trees cut down, the better, and he suggested pruning, and “cabling” some trees rather than removal. Upon the suggestion of Mr. Bellhouse, the Board agreed to call this a “Safety Project” rather than a landscaping project. The Board will make a decision after the other proposals come in.
- Ms. Coulter has been in touch with Lawrence Construction to cross hatch the “no parking” triangles and paint an arrow indicating one way in the parking lot. Also, paint the words “No Parking” along the side of the driveway so we can eliminate the signs. We are waiting for a response.

Financials – The Profit and Loss Statement and the Balance Sheet prepared by Mr. Lewis were included in the Google Docs for the trustees to review. **Total Assets as of Sept 30, 2024:** \$1,956,694.45.

Treasurer’s Report – Mr. Clark

CD maturing October 24th – message left with Chase representative to discuss options. Mr. Clark said we should be able to renew a 3 month CD at 3.8%.

Our Wood endowments are down because the investment company did a sweep and there is \$20,000 cash based on the sweep.

Current:

Chase Bank: Checking: \$41, 241.87; Savings: \$309,243.04; 3 mo CD: \$366,090.18; 3 mo CD: \$200,000.00 (maturing 10/24/2024)

Key Bank: Checking: \$5,000; Savings: \$239,801.96

Wood Family Account: Wood Capital: \$280,742.59; Wood Maintenance: \$274,117.18;
General Maintenance: \$228,359.20

Engagement Letter for 2024 Audit: The library is obligated to complete an audit every year.

Mr. Clark made a motion to engage PKF O’Connor Davies as our auditor for 2024; Ms. Shen seconded; all in favor.

Election of Officers:

Ms. Nelson made a brief introduction regarding the election. She announced who the past officers were. We need to elect a President, Vice President, Treasurer and Secretary. Ms. Nelson asked for nominations and if anyone wanted to speak on behalf of themselves. Ms. Coulter passed out the ballots. She will tally the results and announce the new officers at the end of the public meeting.

COMMITTEES

Ms. Nelson made an introduction about the meaning of the various standing and ad hoc committees. Mr. Levan (absent) had sent a letter requesting which committees he would like to participate on. Mr. Clark mentioned that there should be an ad-hoc technology committee.

Ms. Nelson made a motion to add an ad hoc Technology Committee; Mr. Clark seconded; all in favor.

Committee Assignments:

Committee Name	Type	Chair	Members	Status
Finance	Standing	John Cristiano	Michael Clark, Bob Bellhouse	Active
Governance/Legal	Standing	Richard Levan	Lexie Gallo-Cook	Active
Public Relations	Standing	Jenna Wise	Selena Shen, Bob Bellhouse	Active
Program Development	Standing	Selena Shen	Jenna Wise, Michael Clark	Active
Human Resources	Standing	Anne Benefico	Lexie Gallo-Cook	Active
Long Range Planning	Standing	Michael Clark	John Cristiano, Richard Levan, Bob Bellhouse	Active
Children's Room Update	Ad Hoc	Anne Benefico	Selena Shen	Active
Parking Improvement	Ad Hoc	Valerie Nelson	Richard Levan, Michael Clark, Anne Benefico	Active
Technology	Ad Hoc	Michael Clark	Selena Shen, John Cristiano	Active

WARRANTS

Warrants were reviewed and any questions raised were answered by Ms. Coulter.

Ms. Benefico made a motion to approve the warrants in the amount of \$39,051.06; Ms. Wise seconded; all in favor.

Mr. Clark transferred \$40,000.00 earlier in the day from savings to checking in anticipation of warrants and other expenses.

COMMITTEE UPDATES

Finance - Mr. Cristiano. No update

Technology – Mr. Clark. We signed an SLA with WLS for \$1000.00 for up to 25 google email accounts. Right Click Solutions will be providing email security. Mr. Clark explained to new trustees that the library switched technology providers from WLS to Right Click Solutions for 2025. Ms. Coulter expressed how pleased she is working with Right Click.

Governance/Legal – Ms. Nelson has been reviewing Library By Laws, which have not been updated since 2022. She will work with new committee members to update them on which ones we are contemplating making changes to. One by law we are thinking of updating has to do with terminating a trustee for failing to attend three consecutive absences without a satisfactory reason. Through research, Ms. Nelson found that this by law is part of the Education Law of New York State and we cannot change it. We also have to define what is a satisfactory excuse. Another by law we are reviewing is the NY meetings law. During Covid, video meetings were permitted. To be able to have video meetings now, and have trustees on the video counted in the quorum and also have their votes counted, our municipality would have had to pass a law that allows video conferencing. Ms. Nelson will talk to our town attorney about this. She will also review this more carefully, as the way it's written is open to interpretation, and she welcomes other opinions. Mr. Clark mentioned that he took a class on NYS Open Meetings Law as part of Trustee Education Policy, and at the end of the course, the NYS Open Meetings Law Committee said they could be reached in Albany for questions regarding this. Current NYS Open Meetings Law expires 7/1/2026.

Public Relations – Ms. Wise. The library placed ads in the 4 complementary print issues of The Recorder. We will continue to revisit advertising with them about our programs and special guests/events. We will continue with our digital ads on the website and report back on the views we are getting.

Program Development – Ms. Shen. Ms. Shen thanked Mr. Ramsay and Ms. Coulter for keeping everything up and running while she was on maternity leave.

Human Resources – Ms. Benefico made a motion to call an executive session following the public meeting; Ms. Wise seconded; all in favor.

Long Range Planning – Mr. Cristiano. No update

Children’s Room Refresh – Ms. Coulter. The shelves have an approximate ship date of November 8 but could be 2 weeks later. The 2 adult chairs and 1 settee have been ordered from Wayfair.

Parking Improvement – Ms. Nelson. We are still waiting for the updated Traffic Study from the engineer at DTS Provident. The town engineer recommended we make some changes to the report. The sight line exiting the driveway is a major concern. Once we get the report and the Board reviews it, next steps will be determined.

DIRECTOR’S REPORT – Ms. Coulter

- The NYS Library Construction Aid Grant has been awarded to the library in the amount of \$24,900. These funds were used for 50% cost of replacing the cedar shake roof, which was completed in December 2023. Thank you, Jennifer!
- Technology Outsourcing - changeover will begin on November 1, 2024. This new partnership with Right Click Solutions will save the library \$9,961.55 annually. One of the advantages is the library will always have internet service – if there is an interruption with Verizon, then Optimum service will kick in.
- The Pound Ridge Foundation is hosting a fundraising event at the library on Sunday November 3rd from 10:00 am to 11:30 am. There will be a musical performance by Kurt Gallagher and face painting. Donations will be in the form of buying a leaf for a tree to support the Children’s Room. The 3D tree/leaf design was created by Gina Federico and names of those who purchased a leaf will be on display.
- Ms. Coulter is writing 2 grant requests to the Foundation. The Foundation requested that the grants be presented to them before the end of the calendar year.
 1. The first grant request is in the amount of \$13,175.00 for the acquisition of 4 AWE Digital Literacy Tablets for children ages 2-8. These tablets are pre-loaded with thousands of learning activities. The tablets will be tethered to the table. They are not connected to the internet. *Ms. Wise made a motion to move forward with the grant for the four AWE tablets; Ms. Nelson seconded; all in favor.*
 2. The second grant request is for the purchase of Everbrite Mini Light Feature for the Sensory Room in the amount of \$16,610.00. This would be mounted on the wall and displays interactive lighting designed to captivate young minds through sensory-rich, hands-on play for all ages. Discussion followed regarding mounting this in the Sensory Room as opposed to the Children’s Room (lacks wall space). *Mr. Cristiano made a motion to move forward with the grant to purchase the Everbrite Light Feature; Mr. Bellhouse seconded; all in favor.*
- A \$10,000.00 grant was awarded to the library (thank you, Jennifer!) by the American Library Association for the creation of a Sensory Room. Ms. Coulter explained that Sensory Rooms have become very popular. Soft carpeting tiles and bean bags will be purchased; other furniture will be recycled from the Children’s Room and the transition should be completed by year-end. There is storage space to put everything away when the room is being used for other programs/events.
- The library staff created a scarecrow “Wanda Reade – Librarian” for the scarecrow contest sponsored by the Recreation Department. Wanda is hanging in Scotts Corners.
- The Halloween Walk will take place from 4 -6 PM in Scotts Corners Business District on Oct 31. The library will have a table, and Trustees are invited to hand out candy and goodies to the trick-or-treaters.
- Ms. Coulter recognized 2 generous donations from Susannah Glidden and David Rutenberg. A thank you note was sent to both donors. Mr. Bellhouse suggested that in the future, a member of the Board personally sign the letters, rather than typing in The Trustees of the Pound Ridge Library.
- Ms. Coulter announced that she has been elected President of the WLS Public Library Directors Association for the year 2025. She has previously served as Secretary in 2023 and Vice President in 2024. Congratulations, Jennifer!

8:40 PM New Business: Jennifer announced new officers: Valerie Nelson, President; Michael Clark, Vice-President; John Cristiano, Treasurer; Anne Benefico, Secretary.

8:40 PM Public Remarks - none

8:40 PM Public Meeting Ended

8:44 PM Executive Session Commenced

9:04 PM Executive Session Ended