

MEETING OF BOARD OF TRUSTEES
Pound Ridge Library District
Location: 271 Westchester Ave, Pound Ridge, NY
April 22, 2026

President Richard Esman called the meeting to order at 7:35 PM. He welcomed trustees, staff and guests.

Present: Robert Bellhouse, Richard Esman, Lexie Gallo-Cook, Richard Levan, Christina Sassi-Lehner, Marvin Markowitz, Valerie Shiba-Silverman, Jenna Wise

Absent: Anne Benefico (excused)

A quorum was present throughout the meeting.

Mr. Bellhouse made a motion to approve the minutes from the March 18, 2026, meeting and the minutes from the March 25, 2026, Special Meeting; Mr. Levan seconded; all in favor.

The next two meetings are scheduled for Wednesday, May 27, 2026, at 7:30 PM, and Tuesday, June 23, 2026, at 7:30 PM.

Treasurer's Report

A copy of the Treasurer's Report was included in the Trustee Google Drive. Mr. Bellhouse highlighted the following: Current balances at Chase Bank (\$659,100.95) and Key Bank (\$177,226.74) and Westchester Financial Services (\$822,814.13) and the net change to each since January 1, 2026. We have not yet received funds from the Town of Pound Ridge (tax warrant), which are due in May. Mr. Esman recommended that Mr. Bellhouse contact the Town to determine whether payment will be made by check or ACH, and to confirm the exact payment date. Several items where budget was exceeded include professional consultants (PKF O'Connor Davies audit for 2025 - 75% billing paid March 15, 2026), professional services (\$2,412.50 to Gina Federico for logo design services-50% paid on March 18), equipment purchases (new projector to DNR Laboratories February 18, 2026), and property and grounds (various). All in all, we are approximately where we were last year.

Mr. Esman mentioned that the Key Bank branch is closing. For now, business as usual.

Mr. Esman announced that there will be an Executive session at the conclusion of the general meeting.

Warrants. *Mr. Levan made a motion to approve the warrants in the amount of \$64,069.69; Mr. Bellhouse seconded; all in favor.*

Committee Updates

Finance. Mr. Bellhouse suggests that if funds are withdrawn from the Endowment Funds for a large hypothetical project, upon completion of that project, the Board should start planning to replenish those funds, and that this should be a line item in the budget, which it currently is not. This would allow the library to perpetuate the ability to fund those types of projects. No decisions needed now.

Technology. Ms. Wise reported that work is off to a good start with the vendor *Library Market* for the building of the new library website. A discovery call took place, committee surveys to indicate preferences and steer were completed, and Ms. Coulter is managing weekly meetings with the project coordinator to keep us on track with deliverables. The next milestone of note is the delivery of the new logo.

Public Relations. Ms. Wise presented the committee's decision on the new logo. The goal was to make the logo modern, but not so much as to be disruptive. An effort was made to strike a balance between elegance and modernity and have it feel uniquely Pound Ridge. This design will go into a second round of design. We will get a full suite of assets by May 5.

Governance/Legal. Mr. Levan says the committee is close to finishing the AED (Defibrillator) Policy. By the next meeting, the policy will be ready for Board approval, and then the equipment can be purchased. Mr. Levan proposed the Board adopt the new Library's Disaster Preparedness Policy. Seconded by Ms. Sassi-Lehner. All in favor. Motion carries.

Program Development. No report.

Human Resources – Ms. Coulter reported that Personnel Policy is still under consideration by the Governance and Human Resources Committees.

Long-Range Planning – Mr. Bellhouse wants to focus on infrastructure and its long-term implications. To that end, he proposes the library hire a building inspector. He vetted three companies and is recommending Mill River Inspections, which submitted the least expensive proposal. This report will give the Board information about any system that is coming to end-of-life or is in need of repair. It will allow the Board to budget for long-term maintenance and plan for purchases. Mr. Esman requested that the proposal be adjusted to remove library septic testing as it was recently performed, include cottage septic, and include water and radon testing in both structures. Mr. Esman says septic testing should be performed by an outside vendor and recommends O’Hanlon Excavating (Kerry O’Hanlon). Mr. Levan made a motion to approve spending up to \$4,500 to contract with Mill River Inspections. Mr. Markowitz seconded. All in favor. Motion passed.

Parking Improvement. Ms. Coulter reported that the pilot parking program of reserving spots for registered patrons of the morning programs is going very well. The program might be extended for afternoon and weekend events with particularly large expected turnouts. Ms. Gallo-Cook pointed out that information on the number of registrants, the number wait-listed, and the number of no-shows would be very useful for planning purposes. Ms. Coulter confirmed this information is being captured. Ms. Shiba-Silverman suggested including on our website the busy hours, which are tracked by Google Analytics, to allow patrons to plan their visit. Ms. Coulter will work with the new website vendor to try to get that on the new website. Mr. Bellhouse has been meeting with the refuse company about the possible relocation of the dumpsters and with the postal service about the relocation of the mailboxes. He asked large delivery-truck drivers whether they could maneuver in the lot with proposed changes and was assured they could. Mr. Bellhouse proposed discussing the timing for a public meeting about the parking lot after Executive Session.

Director’s Report – Jennifer Coulter

- **Board Self-Evaluation review.** Ms. Coulter presented the results of the survey. The Board rated the Long-Range Plan as an area that requires focus.
- **Community Survey.** The Long-Range Planning and Public Relations committees worked with Ms. Coulter to create a Community Survey. A Kindle Fire was suggested by Ms. Coulter to be a raffle prize as an incentive. Ms. Coulter recommends launching the survey during National Library Week (April 19-25) and making the survey available on the library’s social media, the library website, with a hard copy available at the library. Board is amenable.
- **Book Drop.** Book drop obtained free of cost from Briarcliff Library. Ms. Coulter proposed vinyl-wrapping the box in a library word cloud design at a cost of about \$1,000. The new logo would also be featured on the box. Board is amenable. The Board would like the placement of the box at the side of the Market. The Board reviewed the proposed procedure for book collection from the box. The Governance Committee has concerns about liability for the use of a personal car for this task. Ms. Coulter will obtain a copy of the library’s Non-owned Auto insurance policy to share with the committee.
- **Website Photographs:** Ms. Coulter contacted local photographer Sally Green, who has agreed to take the photos free of cost. Ms. Wise recommends offering an honorarium to cover Ms. Green’s costs.
- **Coffee and Conversation** with local legislators will take place on May 16 at the library. This is a valuable opportunity for Board members and staff to connect and build relationships with local legislators.
- **National Library Week Scavenger Hunt-**A QR code/app-based literary-themed Scavenger Hunt is taking place to celebrate National Library Week (April 19-25) in Scott's Corner through April 30. Upon successful completion, prizes can be claimed at the library.
- **Spring Cleaning-**items from the basement need to be cleared out. Some will be offered to the community by placing them in the lobby or outside the library front doors, as in the past. The rest will be hauled away by Luppino Landscaping.
- **Disaster Preparedness Plan compliance-**Ms. Coulter plans to move archives from cardboard banker boxes to waterproof equivalents and relocate them to a new shelving unit in a highly accessible layout.
- **Eco Afternoon-**The Library will have a table and offer the community seeds from the Seed Library, and also collect batteries for recycling, and offer an eco-craft for the kids: decorate compostable pots with Earth Day stickers, fill with soil, and plant seeds from the Seed Library to take home.

- **Sexual Harassment Prevention Training.** All staff have completed this required training, and Trustees are encouraged to complete it as well. Resources and links are in the Trustee Google Drive.
- **One County, One Read** – all of the Westchester libraries are participating in the One County, One Read program. Read *The Revolutionary Samuel Adams* and meet the author Stacy Schiff at the Will Library in Yonkers on Saturday April 25th at 3 pm.
- **Trustee Education Requirement.** A reminder to Trustees to complete their 2 hours of required training for 2026. Resources and links to fulfill this requirement are presented each month in the Trustee Google Drive.

New Business-none.

8:50 PM Public Meeting Adjourned

8:55 PM Executive Session

9:50 PM Executive Session ends. No Board action taken.