

**MEETING OF BOARD OF TRUSTEES**  
**Pound Ridge Library District**  
**Location: 271 Westchester Ave, Pound Ridge, NY**  
**May 27, 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, Christina Sassi-Lehner, Valerie Shiba-Silverman

**Absent:** Anne Benefico (excused), Richard Levan (excused), Marvin Markowitz, Jenna Wise (excused)

A quorum was present throughout the meeting.

*Mr. Bellhouse made a motion to approve the minutes from the April 22, 2026, meeting and the minutes from the May 12, 2026, Special Meeting; Ms. Sassi-Lehner seconded; all in favor.*

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

President Esman announced that Richard Levan is leaving the Board. His last meeting will be July 2026. Ms. Lexi-Gallo read from the By-Laws "As vacancies occur, trustees shall be elected at the annual election provided for in these By-Laws to serve three-year terms."

**Warrants.** *Mr. Esman made a motion to approve the warrants in the amount of \$62,646.09; Ms. Shiba-Silverman, Mr. Bellhouse seconded; all in favor.*

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

#### **Committee Updates**

**Finance & 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 (\$1,253,867.23) and Key Bank (\$177,226.74) and Westchester Financial Services (\$817,162.68) and the net change to each since May 30, 2025. All in all, we are approximately where we were last year.

Mr. Bellhouse noted that FDIC insurance limits apply at \$250,000 per organization, per bank, rather than per account or per branch. He discussed banking services that allow one bank to serve as the primary point of contact while distributing funds among participating member banks to help maintain FDIC coverage. He is researching options and will report back to the Board.

**Technology.** Ms. Gallo-Cook reported that the website work continues and is progressing well.

**Governance/Legal.** The Personnel Policy is under review for an update.

**Public Relations.** Ms. Sassi-Lehner unveiled the Library's new primary logo. The new logo contains a rooster atop the cupola. Ms. Coulter will look into purchasing a replacement. We are waiting for the designer to provide the rest of the logo-related deliverables. Upon receipt, the Director will bring proposals for new exterior and interior signage, and promotional materials.

**Program Development.** Ms. Shiba-Silverman welcomed Mr. Markowitz as a new member of the Programming Committee. She then provided an update on the PRES library card initiative, noting that the Library will have a table at the PRES End-of-Year event on June 18. Ms. Coulter explained that, although the school district did not approve including library card applications with kindergarten onboarding materials, Ms. Shiba-Silverman has continued working with the PRES PTA to identify other opportunities to distribute the applications to families.

**Human Resources** – No report.

**Long-Range Planning & Parking Improvement** – Mr. Bellhouse reported that tentative plans for the parking lot have been shared with Board members and neighboring property owners (with the exception of one neighbor he has not yet been able to reach). He further reported that the land-use attorney has reviewed the plans and is satisfied with them. The next step will be to refer the plans to the engineers for further review, after which the conceptual plans will be prepared for presentation to the Planning Board.

Mr. Bellhouse noted that a more detailed cost breakdown will be developed when the project is put out to bid. Mr. Bellhouse and Ms. Coulter are also exploring potential grant opportunities. The Board discussed the possibility of phasing and sequencing the project, as well as the importance of keeping the Library open and accessible as much as possible to patrons during construction. Mr. Esman suggested that the project may require a project manager, potentially an outside professional with relevant experience, and Mr. Bellhouse will look into that option. It was also noted that the mailboxes are being relocated as part of the project.

#### **Director's Report – Jennifer Coulter**

- **Community Survey.** The Community Survey was launched on April 23. To date, 50 paper responses and 27 online responses have been received. Ms. Coulter will report the results at the June Board meeting. The winner of the Kindle Fire raffle prize will be announced on June 1st.
- **Community Engagement events:** Coffee & Conversation with local elected officials and legislators, Eco Day sponsored by Pound Ridge partnership, THRIVE Art Exhibition ,BCSD Junior Volunteer Day, pilot program *Expressive Art for Children* with Family Services of Westchester.
- **Book Drop in Scotts Corner.** Book drop has been custom-wrapped and is ready. Luppino Landscaping will collect and install it at Pound Ridge Square on the side of the market building, on the larger parking lot side.
- **Website Photographs:** Ms. Coulter asked the Board to consider whether they would like their photos included on the Trustee page of the new library website.
- **Disaster Preparedness Plan-**Files have been transferred from cardboard banker boxes to waterproof equivalents and relocated to a new shelving unit in a highly accessible layout.
- **Acoustic ceiling tile-**Ms. Coulter asked the Board to approve \$1,800 to replace damaged tile on the ceiling of the Schaffner Room. Motion to approve made by Mr. Bellhouse, seconded by Ms. Sassi-Lehner. Motion approved unanimously.
- **AED Policy and purchase-**Ms. Coulter asked the Board to approve the policy and the purchase of the AED machine, signage, and accessories for \$1,800. Motion to approve made by Ms. Gallo-Cook, seconded by Mr. Esman. Motion approved unanimously. Ms. Coulter will consult with Tina August of the PRVAC to schedule training for AED as well as first-aid and CPR training.
- **Various facility enhancements** throughout the library include new oversized garbage cans, new manually-operated hand-sanitizers, a new cup dispenser system, and repair and replacements to floor outlet covers.
- **Additional café seating-**prohibiting food in the Sensory Room has increased use of the café area, requiring more seating. A proposal will be presented for four additional chairs at the next Board meeting.
- **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.

**Public remarks:** A suggestion was made to offer AED, first-aid and CPR training to the general community. Ms. Coulter will arrange that. Neighbor Evelyn Carmichael asked that house number signage be added for all four residences, as it will be lost when relocating the mailbox.

**8:23 PM Public Session Adjourned**

**8:30 PM Executive Session**

**8:45 PM Executive Session ends.** No Board action taken.