

Tuesday, April 26, 2022
7:30 pm Board of Trustees Monthly Meeting
Community Meeting Room

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve March 2022 meeting minutes (Attachment)
 - b. Accept the March 2022 financial statements (Attachment)
4. President's Report
 - a. Skolnick Presentation
5. Information Items
 - a. Auxiliary Board
6. Board Discussion
 - a. 2022 Committees
 - i. Policy Review
 - b. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, May 24 – 7:30 pm
 Tuesday, June 28 – 7:30 pm

Sunday, May 22 - 11 am to 3 pm - Vehicle Fair

Saturday, June 25 - 2 to 4:30 pm - Summer Reading Kickoff mini-golf course

Meeting Minutes March 29, 2022

Kathleen Riegelhaupt called the meeting to order at 7:44. No one from the public was in attendance.

Consent Agenda

Kathleen presented the consent agenda which included the minutes of the January 2022 meeting; the January and February 2022 financial statements; and the list of new members to the Auxiliary Board: Whitney Whipple, Casey Spiss, Madison Walsh, Loraine Godfrey, and Beth Kent. Jackie moved to approve the consent agenda and Emilie seconded. All approved.

President's Report

Kathleen thanked Chris and Catherine for planning and hosting the annual meeting in February. She thanked Jan and the Heritage Committee for the nominee selected for the Mayor's Award. She welcomed the new trustees to the board. She noted that the preliminary report from the space planners about flood mitigation is in. She encouraged all trustees to attend the next two board meetings as the space planning and flood mitigation will be discussed in depth.

Staff Reports

Director's Report

Chris has had lots of discussions with Skolnick's team about space planning. On Library Advocacy Day he spoke with our various legislators as they are working to increase library construction budgets across the state. The library hosted the first discussion for the Five Communities One Book program with Heather McGhee. Chris has started revisions of the employee's handbook. He passed out stationary for trustees to reach out to lapsed donors and to thank donors to the annual campaign. Chris requested that the board approve the NYS Annual Report so that it could be submitted to the state. Jan moved to approve the report and Emilie seconded. All approved.

Adult Services

Catherine reported that there will be an enhanced focus on digital literacy with a new grant with different topics each month. Techie Tuesdays are back and patrons can come in to get

help from Tara and Chance. Since April is National Letter Writing Month the library will be working with Rye Seniors on a letter writing project. The Y's mahjong group is back.

Teen Services

The Teen Advisory Board is working on planning programs. Sara is working with the high school on a cultural fair to be held in May on the Village Green. The teen room is well attended. There are 80 registrants for the upcoming teen job skills workshop.

Children's Services

Samantha will not be returning from maternity leave. The library will be searching for a new children's librarian. New books are being ordered regularly. An audit of the collection has begun to determine what is missing due to the flood so that they can be replaced. Catherine commented that a number of books we would want are out of print. It was suggested that an appeal to the community could be made for donations of specific older, hard to find titles. There will be a display in the Children's Room on the importance of libraries for National Library Week.

Auxiliary Board

Lina reported that with the addition of the new members approved at this meeting, the Auxiliary Board is full with 45 members. They have two fundraisers planned: Novel Night on October 15 and Vehicle Fair on May 22. The theme for Novel Night is "All you need is love." They hope to have 400 in attendance. So far two hundred have signed up. The venue, DJ and photographer are all booked. They have started to approach advertisers. The food, entertainment and sponsors for the Vehicle Fair are all booked. They are still waiting to hear from the city agencies (DPW, Fire and Police Departments) about having their vehicles at the fair. Adult mini-golf is a possible idea as an off-year fundraiser. Kids mini-golf is scheduled for June 25 as a kick-off for the Summer Reading Program. Trustees are asked to sponsor a hole for \$100. Francis asked about the efficiency of a dollar for Novel Night because of the expense of the after-party venue. A comparison with last year's Cliff Notes event will be made after the event.

Board Discussion

Committees for 2022

Kathleen distributed a description of the Board's committees. She thanks Emilie for chairing the Nominating Committee for another year. Strategic Planning will begin in May.

Shelley asked about committee meetings. Kathleen responded that they usually met quarterly with the finance committee meeting more often. Mostly meetings were determined on an as needed basis.

Policy Review

The final revised versions of the three policies that have been reviewed: Code of Conduct, Programming, and Space Use, were presented for approval. Francis moved to approve all three policies and Jackie seconded. All approved.

Architect/Space Planner Update

Chris updated the board on the progress. The Skolnick team is in the refinement process of their report. The Children's Room Committee will be meeting on Friday to review the preliminary report and provide feedback. The final report including 5 renderings, flood evaluation, mechanical plan and cost estimates is planned for the April Board meeting.

Mission Moments

The theme of National Library Week (April 3 - 9) is Connect with Your Library. There is a link to make a donation to support library collections during National Library Week.

There was no New Business.

Kathleen requested that the Board go into Executive Session to discuss NYS DOL 196-b. Nicole so moved and Lina seconded. The Board went into Executive Session at 8:38.

The Board came out of Executive Session at 8:43. Francis moved that the Board authorize the Director and President to sign the MOA. Nicole seconded. All approved.

Kathleen requested a motion to adjourn the meeting. Nicole so moved and Jackie seconded. All approved. The meeting was adjourned at 8:44.

Action: The Board approve the March meeting minutes

March Financial Statements

In Income

- Nothing to note - the spring is a slower period for revenue

In expenses:

- The library ended the lease of the Viking cleaning solution machine. There was an early termination fee, but after conversations with the library staff and the external cleaning crew, there was not a way to integrate the product into library operations.
- SKOLNICK fees are reflected in contracted services.
- Healthcare costs are slightly ahead of budget, due to a timing issue with invoices.
- Insurance is paid on a quarterly, semi-annual, or annual basis. This is the quarterly worker's compensation expense.

Action: The Board accept the March financial statements

Rye Free Reading Room Income and Expense Report
For Three Months Ending March 31, 2022

	Current Month 2022	2022 YTD Actual	2022 YTD Budget	2022 Budget
Income				
City of Rye	\$ -	\$ 667,500	\$ 667,500	\$ 1,335,000
Annual Campaign	\$ 5,764	\$ 96,683	\$ 60,000	\$ 240,000
Miscellaneous Income	\$ 3,428	\$ 201,075	\$ 7,500	\$ 30,000
Osborn Branch Library	\$ 3,913	\$ 14,019	\$ 13,887	\$ 55,546
Auxiliary Board Transfer	\$ -	\$ -	\$ -	\$ 62,500
Endowment Transfer	\$ -	\$ -	\$ -	\$ 105,000
	<u>\$ 13,105</u>	<u>\$ 979,277</u>	<u>\$ 748,887</u>	<u>\$ 1,828,046</u>
Expense				
Library Materials				
Books	\$ 4,212	\$ 22,557	\$ 19,721	\$ 78,885
Audio Visual	\$ 155	\$ 741	\$ 6,475	\$ 25,900
Periodicals	\$ 226	\$ 2,515	\$ 3,225	\$ 12,900
Programs	\$ 872	\$ 2,753	\$ 1,874	\$ 7,500
Ebooks/ Binding	\$ 9,029	\$ 11,869	\$ 8,999	\$ 36,000
	<u>\$ 14,494</u>	<u>\$ 40,435</u>	<u>\$ 40,294</u>	<u>\$ 161,185</u>
Library Operations				
Supplies	\$ 2,580	\$ 6,749	\$ 3,250	\$ 13,000
Equipment & Systems - New	\$ -	\$ -	\$ 1,125	\$ 4,500
Equipment & Systems - Maintenance	\$ -	\$ -	\$ 1,250	\$ 5,000
Automated Systems	\$ 1,525	\$ 34,431	\$ 16,464	\$ 65,857
Telephone	\$ 171	\$ 827	\$ 1,500	\$ 6,000
Postage	\$ 230	\$ 1,454	\$ 2,500	\$ 10,000
Printing & Publicity	\$ 250	\$ 8,569	\$ 10,000	\$ 40,000
Auditing	\$ -	\$ 16,440	\$ 4,500	\$ 18,000
Legal Services	\$ -	\$ (535)	\$ 500	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ 100,000	\$ -	\$ -
Miscellaneous	\$ 883	\$ 3,086	\$ 1,950	\$ 7,800
	<u>\$ 5,639</u>	<u>\$ 171,021</u>	<u>\$ 43,039</u>	<u>\$ 172,157</u>
Building Operations				
Heat	\$ 3,374	\$ 8,627	\$ 2,500	\$ 10,000
Light & Power	\$ 2,088	\$ 6,318	\$ 7,875	\$ 31,500
Water & Sewer	\$ 275	\$ 753	\$ 1,875	\$ 7,500
Fixtures, Furnishings & Equipment	\$ -	\$ 18,900	\$ 1,250	\$ 5,000
Building Supplies	\$ 15,459	\$ 16,209	\$ 3,000	\$ 12,000
Contracted Services	\$ 52,104	\$ 87,083	\$ 16,800	\$ 67,200
Repairs & Maintenance	\$ 3,661	\$ 6,811	\$ 4,500	\$ 18,000
Insurance	\$ -	\$ 5,763	\$ 7,944	\$ 31,775
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 76,961</u>	<u>\$ 150,464</u>	<u>\$ 45,744</u>	<u>\$ 182,975</u>
Personnel				
Salaries	\$ 76,032	\$ 226,532	\$ 249,449	\$ 997,791
Social Security	\$ 5,707	\$ 17,362	\$ 19,083	\$ 76,331
Retirement	\$ -	\$ -	\$ -	\$ 93,685
Medical Insurance	\$ 9,505	\$ 21,316	\$ 21,414	\$ 85,657
Other Insurance	\$ 7,289	\$ 9,054	\$ 3,250	\$ 13,000
Payroll Services	\$ 495	\$ 1,909	\$ 1,425	\$ 5,700
Staff Development	\$ 1,072	\$ 1,393	\$ 750	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 100,101</u>	<u>\$ 277,565</u>	<u>\$ 295,371</u>	<u>\$ 1,275,164</u>
Total Income	<u>\$ 13,105</u>	<u>\$ 979,277</u>	<u>\$ 748,887</u>	<u>\$ 1,828,046</u>
Total Expense	<u>\$ 197,195</u>	<u>\$ 639,485</u>	<u>\$ 424,448</u>	<u>\$ 1,791,481</u>
Net Receipts (Expense)	<u>\$ (184,090)</u>	<u>\$ 339,792</u>	<u>\$ 324,439</u>	<u>\$ 36,565</u>

**Rye Free Reading Room
Annual Campaign
March 2022 YTD**

<i>Donations to the Current Annual Campaign</i>		<i>2020</i>	<i>2021</i>	<i>2022</i>
Donations received & deposited in	JAN	59,213	29,771	85,387
	FEB	16,352	9,764	5,531
	MAR	2,134	4,471	5,515
	APR	600	7,031	
	MAY	492	3,077	
	JUN	371	3,820	
	JUL	4,267	2,850	
	AUG	6,183	1,940	
	SEP	4,017	37,884	
	OCT	36,564	50,299	
	NOV	64,037	88,772	
	DEC	77,720	101,425	
	Total	271,950	341,104	96,433

Donations to Previous or Subsequent Annual Campaigns

Donations to <i>prior</i> Annual Campaigns	56,154	24,193	85,287
Donations to the <i>subsequent</i> Annual Campaign	0	0	0
<i>Sub-total</i>	56,154	24,193	85,287

Rye Free Reading Room
Endowment Report
March 2022

Endowment Inflows/Outflows:	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,388,851	2,188,828	2,233,617
Expenses	(4,026)	(15,674)	(13,845)
Transfer to/from Other Funds	-	(95,000)	(95,004)
Interest & Dividend Income	13,401	63,379	59,271
Appreciation	(78,860)	247,318	4,789
End of Period Bal (Market Value)	2,319,366	2,388,851	2,188,828
Endowment Performance	-2.91%	13.48%	2.25%
Return of S&P 500	-4.60%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-5.93%	-1.54%	7.51%

Silvercrest:		YTD 2020	YTD 2021	12/31/2020
Cash & Equivalents	1%	64,511	12,815	114,631
Fixed Income	41%	820,885	884,363	647,426
Equities	54%	1,127,909	1,170,444	1,143,143
Gold	1%	18,065	17,096	26,754
Other	3%	67,046	71,182	32,810
Silvercrest Total	100%	2,098,416	2,155,900	1,964,764

Endowment Breakdown at:	YTD 2022	Permanently Restricted	Permanently Restricted & Board Designated	Temp Restricted
Shea	41,680	41,680	50,055	91,735
Flores	76,650	76,650	(698)	75,952
Balf	27,390	27,390	25,873	53,263
Silvercrest	745,086	745,086	1,353,330	2,098,416
	\$	890,806	1,428,560	2,319,366

Rye Free Reading Room Combined Report
For Three Months Ending March 31, 2022

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
Income				
City of Rye	\$ 667,500	\$ -	\$ -	\$667,500
Annual Campaign	96,683	0	0	96,683
Contribution	-	1,407	0	1,407
Grants	-	0	0	-
Osborn Branch Library	14,019	0	0	14,019
Income from Invested and Equity	-	0	13,401	13,401
Miscellaneous	201,075	0	0	201,075
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	(100,000)	100,000	0	-
Transfer: Operating to Cap Projects	0	0	0	-
	<u>879,277</u>	<u>101,407</u>	<u>13,401</u>	<u>994,085</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	-78,860	(78,860)
Total Funds	879,277	101,407	-65,459	915,225
Expense				
Library Materials				
Books	22,557	285	0	22,842
Audio Visual	741	250	0	991
Periodicals	2,515	0	0	2,515
Programs	2,753	23,983	0	26,736
Online Resources	9,029	0	0	9,029
Miscellaneous	2,840	0	0	2,840
	<u>40,435</u>	<u>24,518</u>	<u>0</u>	<u>64,953</u>
Library Operations				
Supplies	6,749	0	0	6,749
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	34,431	0	0	34,431
Telephone	827	0	0	827
Postage	1,454	0	0	1,454
Printing & Publicity	8,569	0	0	8,569
Auditing	16,440	0	0	16,440
Interest	0	0	0	-
Legal Services	-535	0	0	(535)
Miscellaneous	3,086	0	0	3,086
	<u>71,021</u>	<u>0</u>	<u>0</u>	<u>71,021</u>
Building Operations				
Heat	8,627	0	0	8,627
Light & Power	6,318	0	0	6,318
Water & Sewer	753	0	0	753
Fixtures, Furnishings & Equipment	18,900	0	0	18,900
Building Supplies	16,209	0	0	16,209
Contracted Services	87,083	1,395	0	88,478
Repairs & Maintenance	6,811	0	0	6,811
Insurance	5,763	0	0	5,763
Miscellaneous	0	0	4,026	4,026
	<u>150,464</u>	<u>1,395</u>	<u>4,026</u>	<u>155,885</u>
Personnel				
Salaries	226,532	0	0	226,532
Social Security	17,362	0	0	17,362
Retirement	0	0	0	-
Medical Insurance	21,316	0	0	21,316
Other Insurance	9,054	0	0	9,054
Payroll Services	1,909	0	0	1,909
Staff Development	1,393	40	0	1,433
Miscellaneous	0	0	0	-
	<u>277,565</u>	<u>40</u>	<u>0</u>	<u>277,605</u>
Total Expense	539,485	25,953	4,026	569,464
Net Receipts/Expenses	339,792	75,454	-69,485	345,761
Prior Year Funds	387,802	349,675	2,319,366	3,056,843
Balance	727,594	425,129	2,249,881	3,402,604

Mission Moments

It's never too early to start planning for summer! Tee up for a great summer with our family mini-golf program on Saturday, June 25th at 2 pm. Find out more about the 2022 Summer Reading Program at www.ryelibrary.org/summer

Thanks to your generous support, \$40,000 of new children's books have been delivered. Check out the shelves as they fill back up, and ask our children's librarians for suggestions on your next reading choice.

Upcoming Events

Wednesday, May 4 - 5:30 pm Battle of the Books Interest Meeting

For students in grades 4 to 7 or 8 to 12, this is your chance to shine in book trivia! See the titles for the reading challenges, meet with the coaches, and get reading.

Thursday, May 5 - 7 pm Read in Rye : Howard Husock

Is simple low-cost housing—a poor side of town—the first step to generational wealth? How does housing financial assets and encourage all to join in the local democratic process. Join Howard Husock, an Emmy Award-winning author and former Director of Case Studies in Public Policy and Management at Harvard Kennedy School of Government as he discusses his newest book.

Saturdays May 7 and May 21 - 5 pm Music on the Green

Duo partners Dr. Soo Yeon Kim, violin, and Dr. Caroline Sonett-Assor, flute, are performing musicians, educators, and administrators in the NYC Metropolitan Area. Bring your family, blanket, and a picnic for an evening of classical music out on the Green.

Wednesday May 18 - 7 pm The Power of the Community

With Rye Youth Council, RyeACT, pRYEd, and the Rye High School GSA, join a cross generational conversation about building a community that supports LGBTQ+ youth and adults led by Rye resident Dr. Genevieve Weber, PhD, LMHC

Sunday May 22 - 11 am to 3 pm : Vehicle Fair

Rev up for Vehicle Fair as we roar back to the Green for 2022. Tickets are on sale at www.ryelibrary.org/vehiclefair