

Minutes of the December 20, 2022 RFRR Board Meeting

Kathleen Riegelhaupt called the meeting to order at 7:34. No one from the public was in attendance.

Consent Agenda

The Consent Agenda included the October 2022 meeting minutes, the October 2022 and November 2022 financial statements, the 2023 meeting schedule, the 2023 holiday closing schedule and the Auxiliary Board leadership slate. Jackie moved to accept the consent agenda. Jennifer seconded. All approved.

President's Report

Kathleen reported on New York State's new trustee education policy. Each trustee is required to do two hours of trustee education annually and report to the president and director upon completion. There are many online options. Jan proposed acceptance of the trustee education policy and Maria seconded. All approved.

Staff Reports

Director's Report

Chris reported that the CURE program is continuing. "A Raisin in the Sun" will be featured with a discussion. The Knight Foundation program on information literacy is being incorporated in our programs.

Adult Services

Catherine reported that the adult take and make crafts have been very popular. Most recently the project was a waterless snow globe. There will be another session of the program "Behind the Curtain" in January about using sports to overcome painful issues.

Teen Services

Catherine reported that the gingerbread house competition had 42 attendees. The winner was a lighthouse in Ohio.

Children's Services

Catherine reported that a play area has been defined with a low see-through wall and large toys (kitchen, workbench, etc.) donated by the Auxiliary Board. This has helped with the noise. New reading areas have also been created. People seem happy with the result.

Auxiliary Board

Grace reported on the new officers. Ideas for an off-year fundraiser with a goal of \$75,000 are being discussed.

Annual Campaign

Jennifer reported that thus far there have been 330 gifts totaling \$243,074. There have been 29 new donors. The number of gifts so far is down from last year. Apparently there is a \$15.00 processing fee for using the QR code on our mailer. Chris will check into this. Kathleen noted that 11 of 18 board members have donated this year and she requested full participation by board members. Chris asked board members to send thank you notes.

Architect's Report

Kathleen and Chris updated the board on the most recent meeting with Skolnick regarding the structural support for the renovations. An additional study involving the digging of several pits to determine whether the soil condition and the building foundation can support the proposed renovations is needed. This study would cost \$25,000 plus an additional \$5,00 for repair of the pit sites (pavement, landscaping, etc.). The library does have the cash on hand to do this work. A discussion ensued. Matt moved that the board authorize the expenditure of \$30,000 for this study of the soil condition and building foundation. Jackie seconded. All approved.

Finance

Maria reported that since the budget had been approved, utility costs have risen sharply. She recommended a budget adjustment. There was a discussion on the amount of the endowment transfer this year. A 96% drawdown was suggested since one account cannot be drawn from.

Nominating

Emilie presented the slate of the class of 2026 trustees. Jan moved for approval of the slate and Nicole seconded. All approved. Emilie then presented the executive slate for 2023. Jackie moved to approve the slate and Matt seconded. All approved.

Policy Review

Jennifer presented the proposed changes to the card holder policy, collection development policy and by-laws. Matt moved to approve the proposed changes to the card holder policy and the collection development policy. Jackie seconded. All

approved. Nicole moved that the proposed changes to the by-laws be adopted. Jan seconded. All approved.

Strategic Planning

Nicole presented the strategic plan which is based on 3 pillars: community, family and literacy.

Jennifer moved to approve the strategic plan and Jill seconded. All approved.

Mission Moments

Chris asked the board members to encourage donors in the last 2 weeks of the year. There will be a Noon Year's Eve party on December 31. The "Cooking the Books" program involving recipe sharing will be held on January 4.

Kathleen requested that the board move into executive session to discuss management compensation. Jackie so moved and Emilie seconded. All approved.

The board went into executive session at 8:57. The board came out of executive session at 9:17. Kathleen moved that the board approved management compensation as discussed. Daire seconded. All approved.

There being no new business, Kathleen requested a motion to adjourn. Jill so moved and Jackie seconded. All approved. The meeting was adjourned at 9:18.

Action: The Board approve the December 2022 meeting minutes