

Minutes of the December 14, 2021 RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:33. No one from the public was in attendance.

Consent Agenda

Kathleen presented the consent agenda which included the minutes of the November 2021 meeting; the November 2021 financial statements; the 2022 holiday closing schedule; and the 2022 Board of Trustees meeting dates. Jackie moved that the consent agenda be approved. Francis seconded. All approved.

President's Report

There was no President's report.

Staff Reports

Chris reported that the library's participation in Mistletoe Magic was very successful. Children made 160 snowflakes. He also noted that the library is in the second round for a METRO grant relating to STEM programming. Catherine reported that there will be a reorganized new book area with more "forward facing" books with reader's advisory materials displayed, and that the teen collection had been rearranged in a similar way. New picture books, series and chapter books are arriving and the shelves are beginning to fill again. There are now children's programs every weekday. An arts & crafts after school program will begin in January. The library had its first school visit (from Midland) since the pandemic began.

Auxiliary Board

Lina reported that the Novel Night committee had its kick-off meeting. The theme will be love is love. Already 7 hosts are committed. The number for the after party at Mamaroneck Yacht Club is capped at 500 although they could do 350 under a tent. Chris is seeing if the Shenorock deposit, which was paid in 2019, can be applied to another event.

Development Committee

Jill reported that as of December 10 the campaign had exceeded its goal with 421 donors contributing over \$266,000. This is a 37.5% increase in gifts. There are 81 new donors. Chris circulated a list of previous donors that have not yet contributed so that board members could write notes.

Nominating Committee

Emilie presented the slate of new trustees and new officers. She noted that so far there is no one set for the treasurer's position. Kathleen has been working on it. She noted that she would like a succession plan with a treasurer and a back-up who would eventually move into the role. New trustee Marie Seiler has a financial background and is willing to take the position. Ted will work with her during the transition. Sara moved that board accept the slate of officers. Emilie seconded. All approved. Sara then moved to accept the slate of new trustees. Emilie seconded. All approved.

Policy Review

Sara reported on the review that she and Ted had done on 3 of the library's policies. The Code of Conduct policy was discussed. Kathleen pointed out that policies should be broadly written. Chris and the staff can interpret them. Some libraries are very specific with policies. Lina asked Chris if there had been any specific conduct problems. He noted that some patrons had an issue with masks but left of their own accord. There are specific policies relating to the teen and children's room spaces. Chris will include tobacco products in #6 in compliance with New York State guidelines. The Programming Policy was then discussed. This is a new policy. There is a difference between programs sponsored by the library and those held by other organizations at the library. The policy delineated the director's final responsibility for programming. The Public Use of Library Facilities was then discussed. Commercial users and anyone charging admission pays a fee for the use of the space. Sara asked if the fee schedule should continue to be included within the policy. Chris said that it was there because fees were an area of board approval. The board will vote on the final versions of these 3 policies in January.

Architect/Space Planner Update

Lina updated the board on the process. There had been 6 responses to our rfp which outlined the issues involved in the project as flooding, resilience of the building; uses of the building ; and outdoor space. Two firms, Skolnick and HMA2, had been asked to make presentations to the committee. The committee decided on Skolnick. Kristin discussed the costs and next steps. The board must decide between the two prices quoted by Skolnick. The 10 week \$95,000 version provides more drawings, more meetings and 4 rather than 2 community outreach sessions. Skolnick will begin in January but not be completed by the annual meeting, which was the initial goal. Emilie asked about how the community outreach was done. Kristin said that they reach out to different stakeholder groups with focus groups. Kathleen felt it was important to have the community feel involved in the project. Jackie moved to approve the additional \$20,000 so that the 10 week plan could be adopted. Sara seconded. All approved.

Mission Moments

Kathleen reminded board members to reach out to previous donors who had not yet made a donation. There are several upcoming programs including a zoom program about preserving a historic tavern in Newburgh and the Noon Year's Eve Party.

There being no further business, Sara moved to adjourn the meeting. Emilie seconded. All approved. The meeting was adjourned at 8:37.

Action: The Board approve the December 2021 meeting minutes