

## **Minutes of the December 19 2023 RFRR Board Meeting**

In attendance: Kirstin Bucci, Lina Eroh, Katie Vernace, Kathleen Riegelhaupt, Matt Anderson, Nicole Cunningham, Jennifer McArdle, Jill MacVicar, Elizabeth Parks, Maria Seiler, Jaclyn Shanahan, Georgia Dyer.

Staff : Chris Shoemaker, Catherine Riedel

Kirstin Bucci called the meeting to order at 7:37. No one from the public was in attendance.

### Consent Agenda

The Consent Agenda included the minutes from the July and November board meetings, the financials for July, August, September, and October, policy updates for the notary services, the children's room, the teen room, the discovery zone, and the cardholder and borrowing policy, use of auxiliary board funds, donor restrictions on a gift, and the 2022 Form 990. Jaclyn Shanahan moved to approve the consent agenda. Matt Anderson seconded. All approved.

### President's Report

Kirstin gave an update on the trustee education requirement, and asked all trustees to send in their attendance reports. Chris can provide additional recommendations for webinars if necessary.

Jennifer McArdle moved to approve the 2024 Board Meeting schedule. Elizabeth Parks seconded, and all approved.

Georgia Dyer moved to approve the Mayor's Award recipient. Nicole Cunningham seconded, and all approved. There was discussion about outreach to schools and the local paper to increase the audience size.

### Staff Reports

Chris and Catherine presented the staff reports. Chris discussed his work with the RW250 steering committee, and new signage in the library to assist patron navigation. Catherine gave an update on the holiday open house, which was a great success, with live music, family crafts, and more.

Jennifer moved to approve the 2024 Closing schedule. Matt seconded, and all approved.

#### Auxiliary Board

Georgia noted that the Auxiliary Board bylaws have been updated, to reflect the increase in scheduled meetings, and to require all new members to the Auxiliary Board be members of the library. Nicole moved to approve the updated bylaws, and Lina Eroh seconded. All approved.

#### Annual Campaign

Jaclyn provided an update on the annual campaign – as of December 19, the campaign has 249,000 against a goal of \$245,000! There are 299 donors, with the aspiration goal of 1,400 members by next year. That compares to 289 donors and a total of \$231,000 compared to the 2022 campaign on 12/19/2022.

#### Finance Committee

Katie provided an update on the endowment performance. Thanks to an end of year rally, the endowment is up, and will allow the budgeted draw of \$105,000, or 5% of the previous year end balance. The finance committee will be undertaking a review of different investment options.

Katie presented the November financials. The library's operations are in good health. Heating costs are continuing to run ahead of budget, despite a 30% increase for 2023. Salaries are ahead of budget, as there were 3 pay periods in November. Medical insurance is lower than expected, as two payments were made in October, and none in November, also due to a timing issue. Nicole moved to accept the November financials, and Jaclyn seconded. All approved.

Katie reviewed the updated financial policies manual, which has been revised through the work of the committee and Stacy Lavelle, the library business manager. The update includes a new borrowing policy, identifies the designated signatories for library accounts, and updates the disbursement policy for invoices over \$10,000.

Kathleen Riegelhaupt moved that the board approve the financial policies manual. Nicole seconded, and all approved.

#### Nominating Committee

Kirstin introduced the slate of officers for 2024. Matt moved to approve the slate, Nicole seconded, and all approved.

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Kirstin introduced the slate of trustees for the Class of 2027. Maria moved to approve the slate, Matt seconded, and all approved.

#### Mission Moments

There was discussion about creating posts for each mission moment for trustees to easily share out information to their networks.

Maria moved to adjourn the December meeting. Nicole seconded, and all approved. The meeting adjourned

**Action: The Board approve the December 2023 meeting minutes**