

Minutes of the July 25, 2023 RFRR Board Meeting

Kirstin Bucci called the meeting to order at 7:35. No one from the public was in attendance.

Consent Agenda

The Consent Agenda includes the May 23, 2023 meeting minutes and the May 2023 financials. Kathleen moved to approve the consent agenda. Jackie seconded. All approved.

President's Report

Kirstin had no report.

Staff Reports

Director's Report

Chris presented the 2nd quarter statistical report. Circulation was up 10%. Patron registration and reference interactions continued to grow. Programming was down 18% primarily because of the loss of senior programs. Several groups including Rye Rec have moved their programs to other venues because of the change in the parking regulations at the library. There were 38 programs in April and only 18 in June. There was a discussion about how to increase programming.

Adult Services

Catherine reported that the summer reading program for all groups is going well. The "Pie and Pages" program in which librarians pair 5 pies with books is fully subscribed. The program is co-sponsored by Noble Pies.

Teen Services

Two groups from Rye Rec came to the library. There was a program for making rock candy.

Children's Services

Blue Skies Camp comes twice a week. The Time Traveler's Book Club will meet this month. Attendance at the Storytime at the Beach is strong.

Auxiliary Board

Georgia reported that four new members had been voted in at the June meeting: Bettina Scott Funk, Eva Rooney, Dian Whelan, and Lydia Zolman. Jan moved that these new members be approved. Jennifer seconded the motion. All approved.

Annual Campaign

Kirstin presented the draft letter for the campaign. There were a few typo corrections suggested. There was a discussion of the membership categories and benefits. The board will vote on the benefits at the next meeting. Jennifer moved to accept the membership categories. Shelley seconded. All approved.

Building Committee

Chris reported that the Skolnick design was technically feasible. The Building Committee will meet with the Skolnick team on Monday for a wrap up meeting. Chris reported on potential capital projects. A portion of the HVAC system is reaching end of life. If the library received a grant for its replacement, we would be required to keep that equipment for ten years. It is unlikely that that equipment would work for a future addition such as the Skolnick design. It was the feeling of the board to let it wait. Chris then reported on the upcoming space swap which was approved in March. The permits should be coming through shortly. He presented a timeline and FAQ sheet for the project. The discovery area will be closed as of July 31. The teen room will close on August 7. By August 21 the children's collection will be on the first floor. The discovery area and the teen room should reopen on September 4. Chris next presented an update on the landscaping. A design plan is expected in the fall. The irrigation system has been fixed. Several children's programs have been held in the temporary garden.

Finance Committee

Katie presented the June financials. Operations are running close to budget. Jennifer moved to accept the June 2023 financials. Jackie seconded. All approved. Katie then presented the draft 2024 budget. The budget includes a 1.5% increase over last year and anticipates an increase in income of \$5,000 each from the Auxiliary Board and the Annual Campaign. We will be asking the city for a 1.8% increase. Jan moved that the board approve the draft 2024 budget and authorize Chris to submit it to the city. Shelley seconded. All approved.

Katie then presented the 2022 Financial Statement and Management Communications from the auditors. There was a discussion of the library's operational procedures for paying bills and writing checks. Cyber security for non-profits was also discussed.

The finance committee will begin to review and update the financial policy and procedure manual. Shelley moved that the board accept the 2022 Financial Statement and Management Communications. Jan seconded. All approved.

Mission Moments

The “Pies and Pages” program will be held on July 26. Teams for the Battle of the Books are starting to practice. The Book Sale will be held on September 9 and 10. Donations will be accepted beginning August 28.

Executive Session

Jackie moved that the board go into Executive Session. Kathleen seconded. All approved. The board went into executive session at 8:47. The board came out of executive session at 9:07.

Jackie moved that the board approve the management compensation as discussed in executive session. Kathleen seconded. All approved.

There being no further business, Kirstin called for a motion to adjourn. Shelley so moved. Jan seconded. All approved. The meeting was adjourned at 9:08.

Action: The Board approve the July 2023 meeting minutes