

Tuesday, September 26, 2023
7:30 pm Board of Trustees Monthly Meeting
Meeting Room

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve July 25, 2023 meeting minutes (Attachment)
 - b. Accept the July 2023 financials (Attachment)
 - c. Accept the August 2023 financials
4. President's Report
 - a. Trustee Education Requirement (Attachment)
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 1. Notary Policy Update (Attachment, VOTE)
 - ii. Adult Report
 - iii. Teen Report
 - iv. Children's Report
 - b. Auxiliary Board
6. Board Discussion
 - a. Annual Campaign
 - b. Nominating Committee
 - c. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates: Tuesday, October 24 – 7:30 pm
Tuesday, November 28 – 7:30 pm

Spelling Bee: Saturday, November 11 – 11:30 am
City Budget Hearing: November 13 or November 15 – 6:30 pm

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

July Financials

July incomes reflects the second portion of the city funding. The Osborn income will be reflected on the August financial statement due to a timing matter with the receipt of those funds.

In expenses, the second portion of the WLS IT support fee was paid. That covers the library catalog services, the tech support, digital resource costs, and network connection fees.

Building operations reflects payments to Coverall, the cleaning service, as well as landscaping costs and sprinkler repairs.

Personnel and medical insurance costs are behind projections. The retirement payment, which will be paid in December, is estimated to be lower than projected.

Action : The Board accept the July 2023 financial statements

August Financials

August incomes shows the NYS library aid payment of \$4,000.

In expenses, automated services reflects the cost of the donor software, which is \$5,800.

Due to a processing issue, the VOIP phone service provider has not been invoicing the library for their services, which cover support and monitoring. The \$2,000 reflects the first 7 months of 2023.

Fixtures and furnishings shows a negative amount, as we received a refund for furniture that was ordered but was then declared out of stock.

Contracted services show the regular payment of \$3,700 to Coverall and \$3,000 to Granicus for the RyeTV livestream service.

Action : The Board accept the August 2023 financial statements

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Submitted 2024 Funding Request to City Manager
- Strategic Planning
 - Met with City Officials to discuss senior programming partnerships and parking restrictions

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Completed the 2023 Annual Campaign mailer
 - Completed matching gift integration
- Community Relations
 - Discussed senior program needs with SPRYE
- Fundraising
 - Completed Casino Night ticket sales

BUILDING & GROUNDS:

- Met with Dena of TMS Waterfront to discuss seawall grantwriting
- Completed collection relocation and construction work

STAFF & PERSONNEL

- With assistant director, researched staff development opportunities for the fall

Notary Policy Update

The library has offered notary service since 2018, but recently expanded from one staff notary to 3 notaries. There has been a marked increase in notary appointments at the library as well.

This updated policy removes mentions of specific availability for notary appointments, and removes the option of the notary providing Copy Certification by Document Custodian services.

Action : The Board approve the Notary policy

Rye Free Reading Room Notary Services Policy

The Rye Free Reading Room provides Notary Public services for the benefit of the residents of our community and adheres to the highest standards of competence and responsibility in providing Notary Public services.

Notary service is free for Rye residents and other residents of Westchester County. For non-residents, the charge for Notary service is \$2.00 per notary signature.

Notary service is available based on staffing. Confirm appointment availability on the library's website at www.ryelibrary.org or by calling 914-967-0481.

User Responsibilities

- Valid government-issued photo identification is required of any person seeking Notary Service.
- All documents must be signed in the presence of the Notary.
- All document signers must personally appear before the Notary.
- Witnesses will not be provided by the Library and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

Notary Responsibilities

- The Notary will ensure that the signer understands the title of the document and is signing freely and willingly.
- The Notary in the Rye Free Reading Room shall correctly maintain a Notary journal of all notarial acts they perform.
- The Notary will establish the identity of each signer through personal knowledge or with identification documents. Identification documents must have both a photo and signature.

Limitations

- The Notary must be able to read the documents to be notarized. Documents in any language other than English will not be notarized at this facility.
 - The Notary and the person seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a person seeking notarization.
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- The Notary is not allowed to help draft or edit a document to be notarized. Therefore, if a document lacks a designated notary section that presents a complete and accurate notary certificate on the document itself or on its attachment, the document cannot be notarized.
- Notary Service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Form I-9's, or Depositions, as these types of documents can require technical or legal knowledge and are beyond the scope of this free service. Certain public documents, including birth certificates, death certificates, and marriage certificates, cannot be copied and notarized.
- Notaries cannot provide legal advice or counseling regarding documents. Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Notary. In this event, the Notary may, at his/her sole discretion, decline to provide Notary Service.

Adult Services

PROGRAMMING:

- ESL resumed for the 2023-2024 year

COMMUNITY OUTREACH:

Strategic Priority 1: Independent Reading Services

Book Displays

- RFRR Off The Shelf Book Picks
- Cooking for the Jewish Holidays
- Hispanic and Latin Heritage Month

Programs

- How Writer's Create Fiction from Their Lives: Writing Talk & Book Event with Robert Markowitz (Robert the Guitar Guy) - Clown Shoes
- Adult Summer Reading Bingo - 30 adults registered, 17 actively participated, 9 fully completed all 25 squares

Strategic Priority 4: Community Interest Advancement:

- Watershed Rain Location
- Westchester Walk to End Alzheimer's Meeting

Teen Services

PROGRAMMING AND DISPLAYS:

- 56 active teen participants for summer reading
- Peer-run chess club has restarted

Strategic Goals - #1 Independent Reading

- Genre stickers have been helpful for new readers in the teen room

Strategic Goals - #4 Community Interest Advancement

- Teen Advisory Board is transitioning to the Volunteer Club, with a focus on earning community service credit for monthly projects



Children's Services

Community Interest Advancement

- Creative movement storytime has returned now that Beach storytime is done
- A pilot project for afternoon music programs is being offered – preschool music is happening at 2 pm on Tuesdays

Independent Reading and Reading Drop-off Prevention

- The Mock Newbery Book Group has started meeting
- Battle of the Books practice has gotten underway in preparation for the competition on October 21.

Materials

- A large purchase of Wonderbooks is in processing, and will be on the shelves soon!





Mission Moments

Become a member today! Your membership truly makes a difference in the lives of all Rye residents. Visit www.ryelibrary.org/support to become a member today.

Notable Activities

Pies and Pages – July 26 at 6 pm.

Enjoy a pie making demonstration from the experts at Noble Pies, a pie raffle, and samples of pies and books, with librarians pairing books with tasty treats.

Summer Saturday Family Cinema – August 5 at 11 am

Join us at the library for a family fun movie showing!

Family Concert on the Green – Saturday, August 5 at 4 pm

Bring a picnic and your blankets for these classical music performances inspired by children's picture books.

Summer Beach Storytimes – Fridays at 10 am

Battle of the Books – Teen Practice – Tuesdays at 6 pm starting in August

Battle of the Books – Children's Practice Thursdays at 4 pm starting in September

Book sale donations will be accepted August 28th through September 8th! And mark your calendars for the annual book sale – Saturday, September 9th and Sunday September 10th from 12 to 5 pm. Details at www.ryelibrary.org/booksale