

Tuesday, March 23, 2021
7:30 pm Board of Trustees Monthly Meeting
Zoom

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve January 26, 2021 meeting minutes (Attachment)
 - b. Accept the February 2021 financial statements (Attachment)
4. President's Report
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 - ii. Adult Report
 - iii. Children's Report
 - iv. Teen Report
 - b. Auxiliary Board
6. Board Discussion
 - a. 2021 Committees
 - i. Overview
 1. Work of Committees
 2. Quarterly Spotlight
 3. Strategic Planning
 - b. Mission Moments (Attachment)
 - c. Board dashboard (Attachment)
 - i. 2021 Committees
7. New Business
8. Executive Session

Next meeting dates: Tuesday, April 27, 2021 – 7:30 pm
 Tuesday, May 25, 2021 – 7:30 pm

<https://zoom.us/j/94926291560?pwd=WmU4RExPL3h2UjJ1V1ZZSU9CWG53dz09>
Meeting ID: 949 2629 1560
Passcode: 747522

January 26, 2021

Francis Jenkins called the meeting to order at 7:32.

Consent Agenda

Francis asked to move the financials out of the consent agenda. Katy Finger moved to approve the consent agenda. Sarah Wise Miller seconded, and all approved.

Treasurer's Report

Ted Burdick reviewed the December financial statements. City funding was decreased due to cost savings from PAUSE closure savings. The endowment performance was disappointing with regard to value stocks, but that index was up 3-4% last year. Otherwise on expense side, employee costs were slightly lower than expected, due to a vacancy and employees not electing to enroll in healthcare. Despite a volatile year, the library ended in a good fiscal position. Nicole Cunningham moved to accept the December financial statements, and Matt Anderson seconded. All approved.

Staff Reports

Chris Shoemaker reviewed the 2020 statistics. Libraries are waiting for guidance from the state on what types of programs count, but we are also able to report to our community differently. 2020 had a significant shift in digital usage - \$53,000 of the collections budget was spent to support ebooks. While all usage stats are lower, the library has been collecting stories and feedback to craft next year's budget messages.

Chris has been working with the Bird Homestead to plan an exhibit of the Bird Collection, and working with staff on advancing the business center through integrating SCORE and other resources.

There was discussion over the timeline for Novel Night in November 2021, as well as feedback on comfort level for public gatherings. Decisions will be made closer to May and June, depending on how vaccine rollout and positive case rates are going. Alternative ideas include delivery boxes, small pods, and virtual events.

Catherine Riedel recapped activities in the public service departments. Virtual food preparation and nutrition programs have resonated with adults and kids, while teens have started to use the circulating game kits. Staff are working to connect residents with appointment services for vaccines.

Auxiliary Board

Chris mentioned that the Auxiliary Board is continuing to recruit new members.

Board Discussion

Francis asked Chris to review the talking points and board dashboard. Chris noted Sarah Prosser, the teen librarian had worked with Rye ACT, pRYEd, and other libraries across Westchester to bring Jessica Kellgren-Fozard, a disability rights activist and fashion Youtuber to talk about the intersectionality of disability, LGBTQIA+, and self expression. Based on the popularity of cubsie pickup, Chris and Catherine are discussing staffing needs to sustain that even after library services return to pre-pandemic models. Chris also shared a draft of the library promotion video that will be shared at the annual meeting.

Francis noted that during past moments of crisis, the library had transformed into a medical center, organized for war efforts, and expanded hours to serve as a charging hub, operating beyond normal library services to meet the community needs. In this time of crisis, would it make sense to transform the library into a vaccine hub, being the community resource for all COVID-19 related information. There was discussion on the value of providing regular service to ensure the community had a refuge from the pandemic, and the need to increase the information provided out about the ways the library was serving as a COVID-19 information hub.

Matt moved to adjourn the meeting, and Kathleen Riegelhaupt seconded. All approved, and the meeting adjourned at 8:33 pm.

February Financials

Income is going quite well for the first two months, even without rentals.

Materials is trending behind, mainly due to a delay in processing digital materials.

For Automated Systems, the \$31,814 represents the first 6 months of WLS payments. As of July, WLS will be offering IT services on a new model. Chris is waiting for pricing details.

For Contracted services, we have had a few service issues related to the fire system, and delayed invoices from them. However, we did switch clearing services at the end of the year, so there are some savings that will accrue over the course of the year.

Personnel reflects 1 vacant clerk position that will be filled as we move closer to normal services. In March, salaries will be higher due to the need to cover two staff member who had to quarantine, and will also reflect a payment for vacation time to an employee who retired as of March 4th.

Action : The Board Accept the February financial statements

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Investigated digital service spending for increased impact
 - Drafted RFP for IT alternatives for 2022
- Strategic Planning
 - Reviewed past capital projects and end of life data
 - Researched alternate metrics for library impact

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Completed mailing for 2 year lapsed donors
- Community Relations
 - Delivered annual meeting materials to early registrants and thanked them for being donors
 - Discussed poetry programming collaboration with local author
 - Finalized Sound Shore author discussion dates with Harrison, Larchmont, Mamaroneck, and New Rochelle
- Fundraising
 - Planned National Library Week mailer for Auxiliary Board fundraiser
 - Prepared Con Edison Grant application for 2022

BUILDING & GROUNDS:

- Completed 2018 and 2020 NYS Construction Grant paperwork for final payments

STAFF & PERSONNEL

- Opened recruitment for occasional librarian and library assistant
- Scheduled staff development / customer service training day

Adult Services

PROGRAMMING AND DISPLAYS:

- Virtual Programs
 - Celebrated Women's History Month with Armchair Art Tours *Berthe Morisot: Impressionist with a Woman's Touch* and *Eleanor Roosevelt: Becoming Who She Was*, Author Talk - *Boats Against the Current* by Richard Webb, Rye Storytellers's Guild, Adult Writing Group, Adult Take and Make Craft (wine glass candle Holder), Women's Financial Literacy: How to make sense of today's financial markets
- Virtual Book Groups
 - Thursday Afternoon, Friday Morning Book Cafe, Current Events, American Love for Nature, Virtual Book Group, American Politics & Community Book Discussion Series

COMMUNITY OUTREACH/PARTNERSHIPS -Strategic goal 4: Advance strategic partnerships with community and regional agencies:

- RFRR partnered with SCORE to present *Instagram for Small Businesses*: Liz Woods, Ryemarkable Moms Founder and Co-President of the Rye Chamber of Commerce, talked about using Instagram as a powerful and affordable platform for all small businesses. 261 people attended this webinar!
- Tara is working with the Microsoft community outreach team to partner with RFRR in presenting a variety of on-going technology classes.
- Discussion of an Adult Summer Reading program has begun and as we did for the summer of 2020, we plan to purchase some of our prizes from local businesses.

MATERIALS:

- RFRR is beginning to work with Ingram Content to expand our Library print collection as well as using Ingram on-line tools for collection curation.

Teen Services

PROGRAMMING AND DISPLAYS:

- Take & Make crafts have continued to be well attended, and will increase from 1 to 2 activities a month starting after the spring
- Monthly themed Teen Book Loot Boxes were picked up by 30 teens with rules put out for non-picked up boxes to reflect accurate numbers.
- “Teen Intersectionality Book Club” is reevaluating meeting time, and selected *Last Night at the Telegraph Club* to reach for April’s meeting.
- Teen led programs are being proposed by TAB members for additional community service credit including one called Kindness Containers
- Activist Academy was a massive success with 127 people signed up, and 90 or so in attendance.

COMMUNITY OUTREACH –

Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships

- Work for a June presentation for Activist Academy, and fall speakers, is underway with other libraries and local youth serving community groups
- The Empathy Project, in collaboration with Roni Sarig at the Rye High School is in the works for a Storwalk adaptation to take place in May on the weekends.

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).

- Summer Reading virtual program collaboration is happening with the Harrison, Croton, and Somers libraries

MATERIALS:

- Items continue to be added to the collection
- A circulating board game collection is in the works launched
- The TAB has formed sub-groups to work on teen informed collection development

Children's Services

Programs and Displays

- Our Wednesday Cooking with Kids class is still attracting regulars and new participants every week, between 12-20 kids average. This week we are making Irish Soda Bread for St. Patrick's Day.
- Samantha's monthly Coding Club continues as a virtual program. We offer a session for K-2nd graders and one for 3rd-5th graders. This month the themes are St. Patrick's Day and Spring.
- Samantha continues her Friday storytimes outside. She has regular group attending each week that gets larger as the weather gets nicer.
- Our fall Take and Make bags are still quite successful. Weekly we send out between 40-50 Pre-K Take and Make bags and between 20-30 K-5 Take and Make Bags.
- Planning for Summer Reading 2021 is well underway. We hope to have a good mixture of in-person, virtual, and hybrid programming for all to participate in.

COMMUNITY OUTREACH (Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships):

- Lisa did a virtual classroom visit with the Midland Kindergarten classes at the end of February. She read a funny book and then talked to the kids about getting a library card and all of the fun things to do with the library.
- Lisa also created and filmed (with help from Chris) an introductory video for a Milton 3rd grade Project-Based Learning unit on primary and secondary sources. The children will be creating their own videos for this project and the Rye Free Reading Room will host them for all to see, as well as incorporate them into the Rye COVID archive.

MATERIALS

- New Wonderbooks to be ordered soon to fulfill a continuous demand.

April Talking Points

The library is open for browsing and studying – reserve a spot at www.ryelibrary.org/appointment. Reserve a study space for you or a group, browse the collection, collect materials for a learning pod, grab an activity kit, and more.

You may be able to double the impact of your annual campaign donation – visit www.ryelibrary.org/double for more information.

Book donations are now being accepted. Details are online at www.ryelibrary.org/booksale

Thank you to all for donating to the annual campaign. Private donations sustain the book collections, programs, and much more at the Rye Free Reading Room, and your support delivers library services to all Rye residents.

Notable Activities

April 4 – April 10 : National Library Week : Welcome to Your Library

Everyone is welcome to use the library, without even coming into the building!

Rye Free Reading Room

- brought 674 digital and in-person programs for adults, teens and children, including Mother Goose and Wiggle Giggle with Dawny Dew
- delivered 3,000 Activity Kits for at home family bonding time
- opened the physical and digital thresholds, with over 39,000 in person visits and 63,303 digital visitors (10,000 more online visits than 2019).
- Lent 39,955 eBook and other forms of digital content to readers, listeners, and movie watchers

Trustee Action: Share information and invite others to support the library

Saturday, April 7 – 2:00 pm

Teen Battle of the Books – Rye vs Harrison

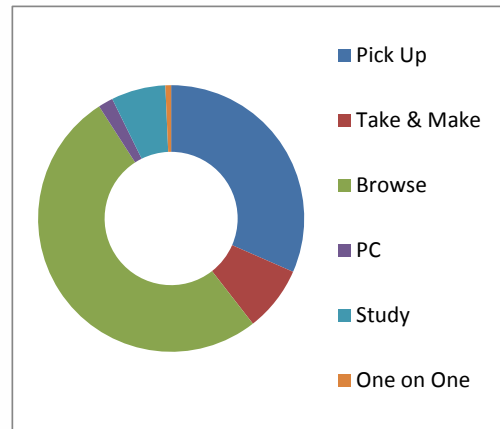
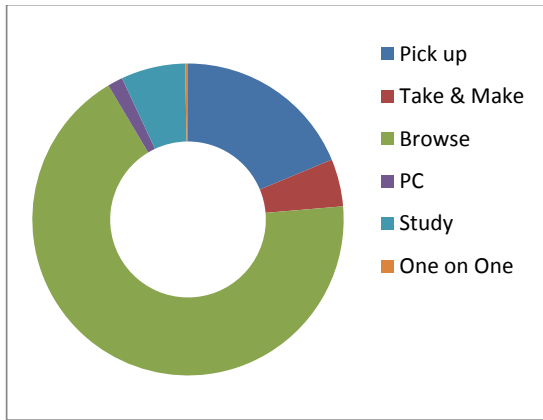
Trustee Action: Share, register, and attend.

Sunday, April 25 – 4:00 pm

In collaboration with CURE and 4 other libraries, Rye residents can hear Isabelle Wilkerson speak about her book Caste. Register at <http://caste.eventbrite.com/>

Trustee Action: Share, register, and attend.

March Trustee Dashboard



January

Pick up	320
Take & Make	84
Browse	1158
PC	27
Study	114
One on One	5

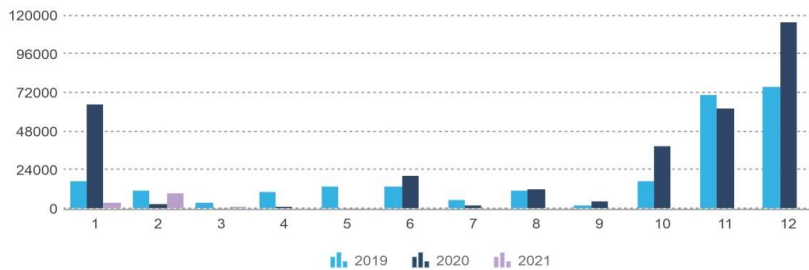
February

Pick Up	454
Take & Make	114
Browse	740
PC	26
Study	95
One on One	10

DONATION HISTORY CYCLE

Past 3 Years

4:55 PM



	Jan 2020	Jan 2021	Feb 2020	Feb 2021
New Donors YTD	1	3	5	3
Gifts \$500+	3	3	2	3

Board Committee Descriptions

Building and Grounds Committee

Chaired by a Trustee with construction, engineering, HVAC, architecture, interior design, energy, green design, or relevant prior experience. The Committee consists of the Chair and at least three trustees with relevant experience.

The Committee shall be responsible for the maintenance and upkeep of the building.

The Committee shall monitor building projects at the library, and may review bids for any related work over an amount agreed upon by the Trustees.

The Committee may review vendor contracts for building and grounds maintenance and repair work, and may make recommendations for the Board of Trustees approval.

The Committee may create a building systems and furnishings maintenance schedule.

The Committee shall work with the board on all matters related to the planning, design, and construction of the library building.

Development Committee

Chaired by a Trustee with deep knowledge of the community, or with communication or marketing background. The Committee consists of the Chair and at least three trustees with communication, financial planning, interpersonal skills, or marketing experience.

The Committee shall be responsible for creating a development plan and strategy.

The Committee shall be involved with the development of the annual campaign materials and messaging.

The Committee shall actively participate in the selection of prospects, preparation for solicitations, cultivation, and actual asking.

The Committee shall develop strategies for involvement and cultivation of major gift prospects and evaluate prospects for increased levels of contributions.

The Committee shall solicit gifts at the various giving levels, and shall involve other Library Board members and staff in the cultivation and solicitation process.

The Committee shall work with the board on all matters related to fundraising and library sustainability.

Executive Committee

Chaired by the President, the committee consists of the President, Vice Presidents, Secretary and Treasurer of the Board and the previous President of the Board.

The Committee shall have the power to transact any business within the Board's accepted policies and shall report such transaction to the Board in writing at the earliest possible date. Financial obligations approved by the Executive Committee shall not exceed \$10,000.

The Committee shall recommend to the Board of Trustees the rate of compensation for the Director of the Library.

Finance and Audit Committee

Chaired by the Treasurer of the Board. The Committee consists of the Treasurer of the Board and at least three Trustees who are knowledgeable about financial matters.

The Committee shall monitor finance functions, oversee budgeting processes, provide accurate and timely financial information to the Board of Trustees, discuss annual financial statements with independent auditors, provide advice to management and the Board of Trustees, and ensure that the library's financial structure is appropriate for its current and long-term needs.

The Committee shall recommend an investment policy to the Board, manage the library's capital assets and investments and report to the Board of Trustees at least semi-annually on changes in current holdings.

The Committee and the Board of Trustees create the budget and establish financial policies based on staff recommendations and financial information provided by the staff and by the annual audit.

The Committee shall also be responsible for reviewing and understanding library procedures to be certain they are adequate and effective to conform to the Board's financial policies.

The Committee shall schedule regular meetings, each focused on monitoring one area of the library's corporate governance:

1. Financial reporting.
2. Internal controls over financial reporting.
3. Audit processes (June).
4. Adherence/compliance with standards (April).
5. Risk assessment.

Nominating

Chaired by the Past President, Vice President or a Trustee with deep knowledge of the community and experience with non-profit board governance. The Committee consists of the Chair and at least three trustees with extensive governance experience, or familiarity with continuing education and self-assessment.

The Committee shall review the board's composition and identify talents, skills, experience, and qualities needed to ensure effective and efficient functioning and governance.

The Committee shall prepare and present to the Board of Trustees not later than at its September meeting a list of Trustee-candidates with a brief statement of the background and qualifications of each candidate.

The Committee shall on or before the 20th day of December prepare a list of nominees who have so accepted and a list of nominees for the Officers to be elected at the next Annual Meeting.

The Committee shall conduct orientation for new board members

The Committee shall recommend continuing education and training opportunities to the board, and conduct self-assessment of the board's performance, both collective and individual

Strategic Planning Committee

Chaired by a Trustee with experience in long range organizational planning, outcomes evaluation, or previous relevant experience. The Committee consists of the Chair and at least three trustees with organizational planning, outcomes evaluation, or previous relevant experience.

The Committee shall develop and refine a strategic plan, review and evaluate the progress and effectiveness of that plan, and recommend changes to the plan when necessary or advisable

The Committee shall solicit input and communicate with library staff, community members, and other library stakeholders

The Committee shall work with the board on all matters related to the strategic planning process.