

Rye Free Reading Room
Minutes of the Board Meeting
August 19, 2011

Attendees: Julia Dailey, Doug Donohue, John Eckerson, Larry Lehman, Barbara Ormerod-Glynn, Fran Rodilloso, Werner Tietjen

Absent: Bernie Althoff, Jim Billingsley, Karen Bresolin, Susan Jansen, Debra Julian, Bob Kaplan, Holly Kennedy, Anthony Mason, Ann Sullivan, Jennifer Swanson, Mary Sykes, Mark Zwerger

Auxiliary Board: Jennifer Leahy

Library Staff: Director Kitty Little

City Council representative Paula Gamache was unable to attend

The meeting was called to order at 7:35 p.m. by Vice President Fran Rodilloso. Because a quorum was not present, board members discussed issues but were unable to approve the July minutes, the July financials or vote on any issues.

Public Comments: None

Vice President's Report:

Fran Rodilloso reported that the Library generated \$9,000 in revenue from the *Robot and Frank* movie production company. He extended the Board's thanks to Kitty and her staff for working so effectively from July 8-13 with the cast and crew despite all the inconveniences. Kitty has requested an early screening of the movie in late winter/early spring. He also expressed the Board's appreciation to Jen Swanson and Karen Bresolin for planning and organizing the annual staff luncheon.

Lucia Greenhouse—wife of former Board member David Greenhouse—has released her first novel, *fathermothergod*, to positive reviews in *Oprah* magazine and *Marie Claire*. A program is scheduled at the library on **Sunday September 25 at 4:00 p.m.** Anthony Mason will interview her as part of the event.

Director's Report:

Kitty reported that circulation of materials has increased 10% YTD (attributed primarily to a 17% uptick in adult circulation) despite an 18% reduction in budgeted spending on materials over the last 2 years. There was a discussion about the inclusion of usage statistics of the Express Collection, which is privately funded by the Auxiliary Board. The collection budget for 2011 was reduced but is being supplemented by the AB and Callagy funds. It was proposed that the financial report include a footnote about this supplemental spending.

Carol Latsis, the longstanding librarian at The Osborn, is retiring. Kitty has been working with her to prepare a handbook for the Branch Library to assist when a replacement is hired. Kitty posted the position and has begun interviewing candidates for the part time librarian position.

Kitty has been working with Kiwi Partners, the financial consultants who have migrated the library's legacy financial accounting system to QuickBooks. A new part time clerk was hired for the Business Office to work with Judy Ryen.

She has also been involved with a number of fundraising activities including promotional materials for the Annual Campaign and preparation of the 2011 Construction Grant application.

Finance:

Treasurer John Eckerson reported that costs have been effectively controlled. Receipts are right in line except for the unbudgeted \$9,000 income from the movie. Early news about savings in pension contributions may not materialize. **The financials will need to be approved at the September Board meeting.**

Several scenarios for a proposed 2012 budget were discussed ranging from a flat budget of \$1,080,000 to an increase back up to the 2010 level of \$1,155,000. A \$1,126,202 would mean understaffing for the new teen space and a 20% drop in materials spending since 2010. The Executive Committee will approve the proposed budget before it goes to Finance and the city. We would typically have a letter from the city by now offering budget guidelines but we have not yet received any guidance.

Auxiliary Board:

Reported on Fuzzy Lemon's concert on the Village green.

Building & Grounds:

Werner distributed a summary of three capital expenditures. State construction grant money will be sought by the end of August for HVAC replacement in order to upgrade old units for maximum efficiency (a total cost of \$86,500) and replacement of a sewage ejector pump (\$15,684). The grant would provide 50% of the costs. Three proposals for security cameras have also been collected and are being reviewed but will not be part of the grant. Werner also noted that construction plans for the Teen Room are in good shape. Thus far, they are below budget before considerations for furnishings.

Nominating:

Julia Dailey reported that the committee recently held a conference call and narrowed 20 potential candidates down to 6. The committee is in the process of collecting biographies and firming up the number of spots on the Board that will be available. At present the likelihood is that two positions need to be filled. Candidates will be presented at the November Board meeting.

Strategic Planning:

Activities may resume in the fall.

Westchester Library System (WLS):

Larry Lehman reported that the application for the state grant is due by the end of August but the final submission is not due until October.

Old Business: None

New Business: Kitty is preparing a new roster of Board members. **Please alert her to any needed edits.**

The meeting was adjourned at 8:55 p.m.

Next Board Meeting: September 15, 2011 at 7:30 p.m. in the Meeting Room