



RYE FREE READING ROOM

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BOARD OF TRUSTEES MONTHLY MEETING
THURSDAY, FEBRUARY 17, 2011

Bolded items represent future action items.

Present: Bernie Althoff, Julia Dailey, Holly Kennedy, Susan Jansen, Debra Julian, Larry Lehman, Anthony Mason, Barbara Ormerod-Glynn, Fran Rodilosso, Jennifer Swanson, Mary Sykes, Werner Tietjen,

Jen Leahy was in attendance as Auxiliary Board Co-President

Unable to Attend: Jim Billingsley, Karen Bresolin, Doug Donohue, John Eckerson, Bob Kaplan, Ann Sullivan, Mark Zwerger

City Council Liaison: Paula Gamache, was unable to attend

Staff: Kitty Little, Director

The meeting was called to order at 7:31 pm by President Debra Julian.

Bernie Althoff moved and Susan Jansen seconded the motion to approve the minutes of the January 30, 2011 Board meeting as amended; approval was unanimous.

PRESIDENT'S REPORT

Debra welcomed Holly Kennedy and Mary Sykes to the Board and thanked Julia and Michael Dailey for hosting the Trustee dinner following the annual meeting. Debra reiterated that it is a big responsibility to be on the Board and that acting in the best interest of the community, keeping confidentiality and representing the library in a positive light is of the utmost importance. She thanked Trustees for committing their time to the library.



RYE FREE READING ROOM

PUBLIC COMMENT

No comments.

DIRECTOR'S REPORT

Kitty Little reviewed the attached Director's report. Little summarized how the library handled the snow storms this winter with two closures. The audit and tax filings should be complete in mid-April. The library is looking at some software systems to scale down the complexity of our current business operations. Little has met with the Rye Record regarding changes in staffing and has met with the Auxiliary Board Co-Presidents. She also attended Rotary Club, Lions Club and City Council meetings this month. Painting in the public areas of the library is almost finished.

Debra Julian mentioned we are contemplating acknowledging donor's to major library events, e.g. Novel Night, in addition to those that gave to the Annual Campaign. Julia Dailey mentioned that she thought this would be a positive as people are often more likely to donate if they receive recognition. Werner suggested that perhaps we list each donor to each event in a report vs. grouping all donations together. A discussion ensued about how the library tracks and documents donations. Kitty mentioned we are looking at Razor's Edge software to make analysis and reporting easier.

We did not have 100% Trustee participation in our Annual Campaign. Larry Lehman mentioned that several Trustees give significant amounts of time to the library and maybe they view that as a substitute. Mary Sykes highlighted that the City Council and other donors pay attention to whether we have full Board participation. Julia Dailey expressed that it was important that we have 100% participation and it doesn't matter as to the amount of giving.

Lastly, Kitty mentioned the staff is managing the reduction in the reference staff well and her priority is that programming continues to be strong.



RYE FREE READING ROOM

COMMITTEE REPORTS

Debra asked that everyone sign up for two committees each and reviewed the responsibilities and objectives for each committee. A sign-up sheet was passed around.

Finance Committee

We reviewed the January 2011 financial statements. Bernie Althoff motioned to approve the financials and Anthony Mason seconded the motion; approval was unanimous.

Debra reviewed the chronology of negotiating the budget and personnel reductions in December and January. Therefore, the budget was produced in January and approved by the Finance Committee. Debra reviewed the budget and highlighted the year-over-year changes, e.g. increased expenses for systems so that we may outsource our server support, significantly higher pension and health care expenses, etc. Kitty mentioned that she hopes to see eventual savings in “equipment maintenance/hardware” but initially we will have set-up and transition costs. The Board agreed this made sense.

Debra discussed our cash balance which we have moved to a capital projects account to protect long term health of nearly 100 year old building. Given the library doesn't follow GAAP accounting, we do not depreciate for the new addition of the building following capital campaign. We talked with auditors and they said it is standard to have a cap ex line in our budget, should we decide to do that at a future date. The Finance Committee members explained that a cap ex line would more accurately reflect our financial situation vs. indicating that we run a cash balance. John Eckerson, Treasurer, was unable to attend the meeting and we will vote on the budget when we have more clarity as to addressing our cap ex/capital projects budget. Werner believes a maintenance plan should be “above the line” but larger projects/improvements should be budgeted in a reserve.

Lastly, Kitty said she believes we have a good handle on healthcare expenses.



RYE FREE READING ROOM

Development and Fundraising

Jen Swanson reported at the January meeting on the Annual Campaign. Bernie Althoff had suggestions on how to format the Annual Campaign report. **They will discuss it offline and work on improving the usefulness of the report.**

Building and Grounds

Werner and Larry brought Kitty up to date on the grant applications for the teen room and small meeting space. We'll make additional changes to the architectural plans done last year to reflect where the library is today. Werner said we should establish an ongoing, "rolling" maintenance plan. **Debra asked Building and Grounds to come up with a plan.** Larry as our WLS representative will determine status of grant. . We hope it will be approved in March. For the benefit of the new Trustees, Debra mentioned that the Board is seeking a matching grant of \$100,000 which we hope to receive to leverage a private donation in the amount of \$100,000 to receive – in essence garnering a dollar for dollar match. The grant will be used to renovate the biography and mystery rooms.

Auxiliary Board

Jen Leahy gave an update on the Auxiliary Board. The Vehicle Fair will most likely take place on May 22 at Osborn School. This event used to be held in the fall but we have moved it to spring in an effort to spread out our events and the time commitment of our volunteer groups and staff.

WLS Report

Larry reiterated we are waiting for the building grant to be approved. In the future, should WLS continue to administer the NY State Grants, we can utilize the grant application for building maintenance projects such as HVAC or other maintenance issues while less visible to the community are essential to long term health of building and library. Larry was named Chairman of the Budget Committee at



RYE FREE READING ROOM

WLS. As a reminder Larry mentioned that WLS is not unionized and has a \$6-7 mm budget. WLS enjoys several more benefits, it appears, to RFRR and other libraries. He believes a change in practice will likely occur.

Old Business

Debra Julian mentioned she had attended the recent City Council meeting. The topic of 414 and whether we would work towards a longer (vs. 1 year) IMA (Inter Municipal Agreement) with the city was the topic. Our labor contract is up in December. There appears to be a divided view on the council and within the body of the Board members as to whether the library should go for a 414 vote.

A lengthy discussion ensued about 414. Bernie Althoff had viewed the Council meeting on TV and he did not think there was a “groundswell” of support for 414 by any means. Fran Rodilosso said we must have a Plan A and B because we won’t yet know about city funding when we need to decide whether we will go forward with 414. Holly Kennedy expressed concern about increasing our tax base and the ability to pass 414. Anthony Mason expressed his concern that a 414 vote could put us in an adversarial position with the community and City Council. He emphasized that our message, should we pursue 414, must be very clear. Werner discussed some numbers he had calculated which outlined possible payments per household. Debra concluded the conversation by saying we need to decide our own path. We have been discussing 414 for two years. It is labor intensive and costly to pursue but we need to stop debating and come to a decision. We may hold a vote at the March meeting.

The Board went into Executive session at 9:20 pm and came out of Executive Session at 9:25 pm. Jen Swanson moved and Julia Dailey seconded the motion to adjourn. Meeting adjourned at 9:26p.m.

Upcoming meeting dates:

Thursday, March 10, Board Meeting, 7:30 pm