



Rye Free Reading Room

Minutes of the Board Meeting

Jun 16, 2011

Attendees: Bernie Althoff, Karen Bresolin, John Eckerson, Susan Jansen, Debra Julian, Bob Kaplan, Larry Lehman, Fran Rodilosso, Ann Sullivan, Jennifer Swanson, Mary Sykes, Warner Tietjen, Mark Zwerger.

Leigh Geller was in attendance as Auxiliary Board Co-President.

Absent: Jim Billingsley, Julia Dailey, Doug Donohue, Anthony Mason, Barbara Ormerod-Glynn

Paula Gamache was in attendance as City Council Liaison

Staff: Director, Kitty Little

The meeting was called to order at 7:35 by President, Debra Julian with a quorum present. The May 2011 minutes were approved with changes. There were no public comments.

President's Report

Debra reminded trustees of the Library Staff Luncheon (11:00-12:00) being coordinated by Karen Bresolin and Jen Swanson; each member was asked to contribute \$20 in lieu of a donation of food; those present made their contributions, while others may forward theirs directly to Jen. The Board is cordially encouraged to attend.

Lucia Greenhouse, wife of former trustee David, has a new book coming out this summer, *fathermothergod (no spaces)* and the Library is trying to find a date in September for a book reading and signing. Board members felt the proposed August date would not generate a large enough audience. More to come.

Director's Report

Kitty Little emphasized the Lucia Greenhouse program and Andrew Gross for July. Her May/June report is part of the Board packet each member received.

She also presented a resolution to update the RFRR's credit card (the previous one was still under the former Director's name). John Eckerson proposed the Corporate Resolution, included in the Board Packet that each member received, to authorize the change; it was seconded by Mary Sykes and approved unanimously.

Kitty also presented a revised Emergency Policy including a Chain of Command; Karen Bresolin proposed that the President of the Board be notified in cases of emergency; and that suggestion was favorably received. Mary Sykes asked if the RFRR has an AED on site—at the moment, Kitty said, no; but this would be worthy looking into as well as emergency training for the staff.

Karen Bresolin moved that the Board accept the Revised Emergency Policy; Jen Swanson seconded the motion and it was approved.

Committee Reports

Finance John Eckerson presented the May 2011 financial statements; a motion to approve them was made by Susan Jansen and seconded by Larry Lehman. This motion passed.

The second part of the Finance Report dealt with the audit and management letter offered by accountants, Loeb and Troeper. There were no substantial issues; however, the Library does not record or calculate depreciation; instead the auditors record depreciation at the end of the fiscal year. Fran Rodilosso moved that the audited financial report be approved; Larry Lehman seconded the motion and it passed unanimously.

Finally, Kitty is still interviewing for a Part Time (10 hours per week) clerk for the Business Office. The Library will extend the filing of its 990 form until November 30, 2011, intending to vote and approve it at the August meeting.

Auxiliary Board Report Leigh Geller reported that the Vehicle Fair was well received both for its new time of year (spring) and location (Osborn School). Despite those factors and cold weather, the Fair netted approximately \$19,000; the Council will use the same format at least one more year. They are in the process of planning a free concert on the Green in September, a popular community outreach. Details will follow. Leigh offered the Auxiliary's assistance in publicizing and hosting the Andrew Gross and Lucia Greenhouse events. The Summer Reading Kick-off Party will take place on June 25th.

Development While we have \$20K in our Annual Fund, the actual campaign kickoff is in October according to Jennifer Swanson; a prototype of the appeal, designed by Hemna Schulte, will be ready in August with the goal to write notes on the letters (or post-its) during our September meeting.

Nominating Julia Dailey's committee met on Monday of this week and, as reported by Debra, still accepting recommendations for new trustees. This committee's work is well underway.

Buildings and Grounds. Warner Tietjen reported that we have received the matching NY State Grant of \$100,000 to begin renovating the second floor rooms which have held the Mystery and Biography collections. The architect is working on drafting new drawings to incorporate Kitty's and the Building Committees previous comments. The plans were delayed slightly because our architect Eric Wilson (KG&D Architects) had been on vacation. Werner also described a new "Butterfly " table design which allows for clusters of teens around one computers and asked for approval to continue with Nick Everett of AP Construction for this \$200,000 project—because of the Library's history with Everett who has been consistently on time and within budget. Kitty had read the state grant requirements and spoke with WLS, confirming that there is no obligation to have a second bid on the project. Larry proposed we proceed with AP Construction and Karen Bresolin seconded the motion which was approved.

WLS Larry Lehman reported that the 2011 New York State Construction grant will soon be announced with a late fall application deadline and Werner offered that the next grant might be put to use to replace a portion of the Library's HVAC systems or other necessary infrastructure replacements. Larry also reported that WLS is looking for a fundraiser to offset their commitments to state pensions and insurance—should the funding to WLS be reduced and no additional philanthropic monies secured, the RFRR and other member libraries may face an increase in our annual membership.

Strategic Planning Mark Zwerger reported that Strategic Planning had nothing to report; a short discussion followed recommending that the Library contact a strategic planning consultant with Library experience. One suggestion was Allan Gray of the Darien Library; but members are encouraged to send recommendations to the committee for further research.

Old Business As per Doug French and Jim Billingsley, the City of Rye is willing to pay to negotiate the Library's union contract; this met with general approval during the meeting; however the members present authorized the Executive Committee to make the decision.

Respectfully submitted
Ann Sullivan