



Rye Free Reading Room
Minutes of the Board Meeting
October 20, 2011

Attendees: Bernie Althoff, Jim Billingsley, Karen Bresolin, Julia Dailey, Doug Donohue, John Eckerson, Susan Jansen, Debra Julian, Holly Kennedy, Larry Lehman, Anthony Mason, Barbara Ormerod-Glynn, Fran Rodillo, Ann Sullivan, Jennifer Swanson, Mary Sykes, , Mark Zwerger

Absent: Bob Kaplan, Werner Tietjen

Auxiliary Board: Jennifer Leahy

Library Staff: Director Kitty Little

City Council: liaison Paula Gamache was unable to attend

The meeting was called to order at 7:33 p.m. by President Debra Julian.

A motion to approve the minutes with corrections for the September 15th meeting was made by John Eckerson and seconded by Mary Sykes; approval was unanimous.

Public Comments: None

President's Report:

The Lucia Greenhouse event was very successful, thanks to Anthony Mason as interviewer and the support of the Auxiliary Board. The proposed 2012 library holiday schedule was discussed. A proposal was made to close the library on January 2, the date that the holiday is being celebrated nationally. The vote to approve was tabled; Kitty will investigate and report back to the board at the November meeting. A proposal was also made to hold board meetings on an evening other than a Thursday evening in 2012; the last Tuesday of the month was cited as a possibility. Debra will field comments from trustees and report back to the board on responses.

Director's Report:

Director Kitty Little noted that Kiwi Partners has been working with Judy Ryen to analyze current financial operations. The new Business Office part time staff member (12 hours/week) hired to assist Judy has resigned after assisting with a backlog of data entry. The need to replace the position will be reassessed. Kitty has been orienting the new Librarian, Augusta Hunter, at The Osborn. Mark Zwerger affirmed that she has been well received.

Kitty reviewed the 3rd quarter Statistical Summary. She was pleased to report that—despite the loss of Sunday hours and the disruption to Children's services caused by the flooding of the



Children's Room and the move of Children's Services to the second floor—that circulation year to date has increased 10%. Staff have purchased twice as much non-fiction YTD and the materials budget has been proportionally well spent. Staff have also been weeding aggressively, giving patrons better access to more popular titles. Adult PC usage has dropped 13% YTD. The current maximum usage of 30 minutes per session and up to 2 hours per day may be extended. The drop in usage is likely due to patrons bringing their own laptops and mobile devices to the library.

Nearly 90% of the carpeting has been removed from the Children's Room. Green tile similar to the tile in the main floor vestibule has been ordered, which will be durable and bacteria resistant. They will take 7-10 days to arrive. AP Construction will carefully prepare the cement slab before beginning the tile installation. Water from tropical storm Irene collected under the book cases. The pedestals will be opened up to allow air circulation to avoid a similar accumulation of moisture if the lower level should flood again in the future. The only carpeting in the room will be area rugs, which can be rolled up if a storm threatens the area.

WLS directors are considering standardization of fines and fees to make it easier for patrons who borrow materials from member libraries to predict fines for any overdue materials. A discussion of the maximum fine for books for adults and children was discussed; a cap of \$10 was deemed a more appropriate deterrent than \$5.

A scene from the movie "The English Teacher" starring Julianne Moore will be filmed at the library after closing Friday evening October 21. Kitty negotiated a fee of \$4,250. In addition to this income, Kitty applied for two small grants to help defray costs of repairing the flood damage to the Children's Room: she secured a \$1,000 grant from the NY Council on the Arts and a NYLA Disaster Relief grant is pending.

Finance:

Treasurer John Eckerson presented the financial summary for September 2011. He complimented Kitty and staff for carefully controlling disbursements; they are particularly on target with materials spending vs. other years when spending (and circulation) lagged. The library is \$15,000 ahead of revenue targets and \$50,000 under spent YTD.

Endowment returns are down only 2%, despite very volatile markets, and is currently valued at \$1.64MM. Funds are invested roughly 45%/45% in debt and equity with 5% allocated to gold. Given the mix of allocations, it has performed relatively well. He is generally satisfied with Silvercrest however their fee for managing the fixed income portion is higher than we would like. There is no pressing need to make a change but the Finance Committee will meet to evaluate and review Silvercrest performance as a matter of due diligence.

Mark Zwerger moved and Ann Sullivan seconded the motion to approve the September 2011 financials; approval was unanimous.



Auxiliary Board:

Jen Leahy reported that the Fuzzy Lemons” family concert for children up to age 12, which took place on Sunday October 9 was a great success, attracting 150. Novel Night is about a year away and the AB is now looking for co-chair volunteers.

Building & Grounds:

Debra reported that the restoration of the Children’s Room is taking longer than anticipated in order to make deliberate and well-informed decisions for the long term. The room will be as “wash and wear” as we can make it. The union has requested an air quality test (a step the board planned to take when 100% of the carpeting had been removed) and will under- write the expense. The sewage capital project funds have been approved by WLS and will be submitted to the state.

Development/Fundraising

Jen Swanson reported that this year’s annual campaign kicked off on October 1 and is doing relatively well. \$84,158 has been raised to date from over 100 contributors representing 40% of the \$210,000 goal. A new, visual mailer was sent to 1,600 families. The campaign will also be publicized in the Nov/Dec newsletter and a follow-up reminder will be mailed out in December. She requested 100% participation from the trustees and members of the Auxiliary Board, regardless of amount.

Nominating:

Julia Dailey distributed a confidential, ranked list of Board nominees prepared by the committee, consisting of Julia, Ann Sullivan, Debra Julian, Bernie Althoff, Susan Jansen and Kitty. Two new board members are being sought to replace Doug Donohue and Karen Bresolin, whose terms are expiring. On behalf of the board, Julia thanked them for their service to the library. Julia also presented the proposed slate of officers for 2012:

Fran Rodilloso, President
Jen Swanson, Vice President
John Eckerson, Treasurer
Barbara Ormerod-Glynn, Secretary

Larry Lehman moved to authorize the Nominating Committee to approach the candidates in the order they were presented; Doug Donohue seconded the motion; approval was unanimous. Larry Lehman moved and Doug Donohue seconded the motion to accept the proposed slate of officers; approval was unanimous.

Strategic Planning:

No report.



Westchester Library System (WLS):

Larry Lehman reported that WLS will not be increasing its IT charge to member libraries in 2012.

Old Business: None

New Business: Kitty said she would talk to staff to feel out their interest in a holiday staff party.

The Board went into executive session from 9:00 to 9:15 p.m.

Ann Sullivan moved and Julia Dailey seconded the motion to adjourn the meeting. The meeting was adjourned at 9:15 p.m.

Next Board Meeting: November 17, 2011 at 7:30 p.m. in the Meeting Room