



Rye Free Reading Room
Minutes of the Board Meeting
September 15, 2011

Attendees: Bernie Althoff, Doug Donohue, John Eckerson, Susan Jansen, Debra Julian, Holly Kennedy, Anthony Mason, Barbara Ormerod-Glynn, Jennifer Swanson, Mary Sykes, Werner Tietjen, Mark Zwerger

Absent: Jim Billingsley, Karen Bresolin, Julia Dailey, Bob Kaplan, , Larry Lehman, Fran Rodilloso, Ann Sullivan,

Auxiliary Board: Leigh Geller

Library Staff: Director Kitty Little

City Council liaison Paula Gamache was present

The meeting was called to order at 7:35 p.m. by President Debra Julian.

A motion to approve the minutes for both the June 16th and August 19th meetings was made by Susan Jansen and seconded by Jennifer Swanson; approval with edits was unanimous.

Public Comments: None

President's Report:

Because President Julian was unable to attend the August meeting, she took this opportunity to thank Kitty for working so effectively with the movie production company, an effort which yielded \$9,000 in unanticipated income. Debra has been working with Jim Billingsley to secure the consulting services of Vince Toomey, the city's labor lawyer. A retainer agreement will be signed shortly; the city has agreed to pay up to \$5,000 in collective bargaining assistance.

The farewell breakfast for The Osborn librarian, Carol Latsis, was well attended by some 70-80 residents who expressed their appreciation and affection. Lucia Greenhouse, local author of *fathermothergod*, will be interviewed by Anthony Mason on Sunday September 25 at 4:00 p.m. The event is being sponsored by the Auxiliary Board.

Director's Report:

Director Kitty Little reported that the 2012 budget was approved by the Finance Committee and has been presented to the City Manager. Paula Gamache reminded the Board that Council members won't see the proposed budget until Nov. 8. Kitty has been working with the Auxiliary Board on upcoming fundraising events including the annual appeal. The Oppenheimer Grant payment has been confirmed and is pending. In addition, a state construction grant to replace AC units and sewage ejector pumps was submitted to the WLS.



RYE FREE READING ROOM

The Children's Room carpeting and cove molding was damaged by 2 inches of water from tropical storm Irene, which inundated the area from Saturday evening August 27 through Sunday August 28. Thanks to Pete Segura (Building Manager) and staff efforts, all materials/chairs/pillows were raised off the floor and sandbags were placed around the exterior doors in advance of the water infiltration. As a result of these efforts, damage was not as extensive as the April 2007 storm. Despite Stanley Steemer's efforts to extract all moisture from the lower level carpeting, the area continued to smell. Building and Grounds has been working with Kitty to identify flooring tiles instead of wall to wall carpeting to avoid future damage. Long term solutions for flooding include review of front drain systems, sump pumps and generators. In the interim, staff have moved high demand Children's collections to temporary shelving on the 2nd floor and core Children's services are being provided there as well. An adjuster has been to the site and a claim has been filed.

Augusta Turner was hired as the new part time librarian for The Osborn effective 8/8/11. Carol Latsis will remain in the position until 9/16 to provide overlap and training.

Finance:

Treasurer John Eckerson discussed options for funding the \$63,000 to \$72,000 estimated expenses to remediate flood damage. The library's two options are:

1. Use the Capital Projects fund, which currently holds about \$110,000. This fund currently provides the flexibility needed to secure state matching grant monies.
2. Use endowment funds, John's recommendation. Kitty researched Board minutes to verify that these funds can be used for this purpose and found 8/26/97 Board minutes which the Board endorsed the use of endowed funds for capital projects in extraordinary circumstances. We will still seek insurance monies.

Mark Zwerger moved and Doug Donohue approved the motion to use the endowment to fund renovations up to \$75,000. The vote was unanimous.

John then reviewed library finances for the last three months. He pointed particularly to a significant increase in miscellaneous income, attributable to \$9k from the movie and a \$4.5K insurance rebate. Kitty and staff have been carefully controlling disbursements YTD. Mary Sykes moved and Susan Jansen seconded the motion to approve the financials for June, July and August 2011; support was unanimous.

Endowment returns have been up 2%. Given the mix of allocations, it has performed relatively well. 46% is invested in large cap domestic equities and the total endowment is now valued at \$1.7MM.

John stated that Kitty did an outstanding job preparing the budget scenarios. One is at 2010 level funding with slight material spending increases. The other includes just incremental costs above the 2010 budget for salary/benefits. This second scenario would require the library to close each Tuesday morning and material spending would be flat. Staffing levels are now too lean to effectively stretch them to operate the library for as many hours with a continuing increase in patron usage. In both



RYE FREE READING ROOM

scenarios the library would continue to be closed on Sunday. With the 2010 scenario, the library could sustain current hours and cover staffing for the new teen area, but we would need \$28K more than the

scenario that covers the known increases to payroll costs for 2012. Built into the operating budget is an ambitious \$210,000 in fundraising, a figure that may be overly aggressive. On the expense side, pension funding is an estimated figure that the state may increase again this year as it did last year. The WLS figure for tech support may also rise, as WLS struggles with its own budget pressures.

The longer, multiyear IMA with the city is not dead but this may not be the year to pursue it since the city is dealing with the aftermath of tropical storm Irene.

Auxiliary Board

Leigh Geller reported that the AB is underwriting the Fuzzy Lemons, a family concert for children up to age 12, on Saturday September 24. The author talk with Lucia Greenhouse is scheduled for Sunday September 25. The summer reader program the AB supported met with great success and the group will be meeting shortly to begin planning for Novel Night.

Building & Grounds:

Werner summarized the findings of the B&G committee regarding the storm damage (see the Director's report above). He noted that Larry Lehman wanted the board to know that WLS had approved the grant submission for new HVAC replacement (\$86,500) and replacement of a sewage ejection pump (\$15,684). Susan Jansen moved and Anthony Mason seconded the resolution to commit \$51,545 of the Capital Projects Fund to get the NYS matching construction grant.

Development/Fundraising

Development and Fundraising:

Jennifer Swanson reported that the Annual Campaign is underway and encouraged trustees to personalize messages on the mailing. There will be no co-chairs this year. She also reported that this year's fundraising goal is an ambitious \$210,000. Thus far, we have brought in \$22K, but the campaign does not officially kick off until October 1 with a new, visual mailer which is being mailed to 1,600 families. The campaign will also be publicized in the newsletter and a follow-up letter in December. There will also be a banner in front of the library. She asked for 100% participation from the trustees and members of the Auxiliary Board, regardless of amount.

Nominating:

Debra reported for Nominating Chair Julia Dailey that there will be a presentation of prospective Board nominees at the October meeting. There will be an additional vacancy on the Board because Ann Sullivan regrets that she will be unable to serve in 2012. She is launching a capital campaign at School of the Holy Child and continued service on the library board would be a conflict of interest for her. She would welcome the opportunity to return to the Board at the end of her campaign.



Strategic Planning:

No report.

Westchester Library System (WLS):

See B&G

Old Business: None

New Business: None

Mark Zwerger moved and Susan Jansen seconded the motion to adjourn the meeting. The meeting was adjourned at 8:31 p.m.

Next Board Meeting: October 20, 2011 at 7:30 p.m. in the Meeting Room