

## **Minutes of the January 24, 2024 RFRR Board Meeting**

In attendance: Kirstin Bucci, Lina Eroh, Katie Vernace, Jan Kelsey, Kathleen Riegelhaupt, Matt Anderson, Nicole Cunningham, Shelley Huber, Jennifer McArdle, Jill MacVicar, Megan Monaghan, Emilie Reddoch, Maria Seiler, Jaclyn Shanahan, Georgia Dyer, Diane Martin

Staff : Chris Shoemaker, Catherine Riedel

Kirstin Bucci called the meeting to order at 7:34. No one from the public was in attendance.

### Consent Agenda

The Consent Agenda includes the December 19, 2023 meeting minutes. Nicole moved to remove the minutes from the consent agenda. Matt seconded. All approved. The minutes were corrected. Nicole moved to approve the corrected December 19, 2023 meeting minutes. Matt seconded. All approved.

### President's Report

Kirstin thanked trustees for completing their trustee education commitment for 2023. She reminded all about doing it again this year. Copies of the trustees handbook were passed out to all trustees. Kirstin then reported on the board committee changes. This year it will be a smaller, more engaged board. Copies of the committee list indicating chairs and members were distributed.

### Staff Reports

#### Director's Report

Chris reported that the library had had a good year. Circulation had an overall 11% increase with a 19% increase in the 4th quarter over last year. Digital circulation had a 21% increase. The number of card applications declined over the previous year. The library is working toward more outreach to the schools by including a library card application in the new student and new family packets. The number of programs was down because of the new parking restrictions. Senior programs are taking place elsewhere. A question was asked about the use of the library's notary services. Catherine said that there are 3 librarians on staff that are notaries so that the service is available until 5:00 pm each day. The service is being well used - from April to December there were 192 notary visits. Patrons seem to be happy with switch from

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desktop to laptop computers. The instructional librarian is available to help any needing assistance with the transition. Chris reported that the library received 3 extra chairs at no charge because of the manufacturer's error regarding the color. Chris sent out over 250 thank you notes to donors at year end. A distracted driving poster exhibit is up in the teen space. Chris asked for the opinion of the board as to whether a full bar, wine or just soft drinks should be served at the annual meeting. Since invitations have gone out to the various history AP classes, there may be more minors in attendance. It was felt that wine and soft drinks would be appropriate.

#### Adult Services

Catherine reported that the library has had many users. Many people have been enjoying sitting by the fireplaces and reading. The study rooms have been fully booked and very popular.

#### Teen Services

Catherine reported that the space is very popular with teens. The Braille and Barbie programs were well attended and illustrated how the space can be used by multiple audiences at the same time.

#### Children's Services

Catherine reported that the Crafty Kids program is so popular that it has been divided into 2 groups: K-2nd grade on Wednesdays and pre-school on Thursdays. The book tasting event with Milton School was a success. The pre-school story programs are well attended. The new Thursday afternoon storytime is off to a slow start.

#### Auxiliary Board

Diane proposed 8 new members for the Auxiliary Board. They are Neena Ballard, Erica Bienashski, Ani Oliver, Carson Palmer, Olivia Pemberton, Nancy Petrera, Sophie Sanford, and Meredith Slater. Lina moved that these new members to the Auxiliary Board be approved. Maria seconded. All approved.

#### Finance Committee

Katie reported that the library is doing very well financially. Although the year-end actual shows a loss of \$87,000, that reflects the \$129,000 transfer to capital funds. With that factored out, the library ended the year with a net income of \$41,000 in operating funds. Lighting costs were lower than budget but heating costs were higher. She requested a motion to accept the December 2023 financials. Matt so moved. Jan seconded. All approved.

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Katie then discussed the transfer of funds to the Capital Projects fund. Each year such a transfer is made from the general operating funds. She recommended that \$29,000 be moved from the operating funds to the capital projects fund. This would create a balance of \$212,000 in the capital projects account and a balance of \$250,000 in the operating fund. Maria moved that \$29,000 be transferred from the operating account to the capital projects account. Kathleen seconded. All approved.

#### Building Committee

Chris provided background on the Skolnick proposal for flooding prevention and overall space plan. Repairs to the sea wall are required before anything else can be done. The sea wall project would take at least a minimum of two years and cost about \$1.2 million. We have started looking for grant possibilities.

Lina reported on the most recent meeting of the Children's Room Committee. The committee reviewed the design proposals of two designers for the Discovery Zone space on the lower level. The project would cost approximately \$100,000. The committee felt that one design more closely fit with the library's vision for the space and mission for early childhood learning and creative play. The committee recommends working with this designer. Lina pointed out that the main issue was creating a balance between the needed practicality of the design since the space will flood again and the beauty and vision of the design to provide an engaging and beautiful educational space for young children. A discussion ensued about the amount of money to be spent and the expectations of the community. Since the Auxiliary Board has pledged to earmark \$70,000 raised at Casino Night for this project, the trustees felt that it was important to keep that board apprised of the project and that its feelings about the project should be considered. It is important that the library commit to making every effort to maintain the Discovery Room once constructed for a significant period of time such as five years. Lina requested a motion that the Board approves up to \$100,000 in funds for Discovery Zone improvements, pending flood resistant design alternatives, with a view to the Discovery Zone remaining in its current position for five years. Jan so moved. Kathleen seconded. All approved.

Emilie provided an update on landscaping. She has met with Peggy Peters who will be doing the design. The design will encompass the entire front and side of the library. Some of the existing plants will be relocated. Near the bicycle stand an additional brick area will be created for programming. The goal is to plant in the spring.

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### Mission Moments

Chris reported that all spelling bee winners will be at the annual meeting. Teens have cupcake wars on February 10. Mark Schenker will be leading the discussion on Silas Marner on March 10.

There being no further business, Kirstin called for a motion to adjourn the meeting. Emilie so moved. Matt seconded. All approved. The meeting was adjourned at 8:53.