

**June 25, 2024  
Board of Trustees Meeting**

**Agenda**

1. Roll Call
2. Public Comment
3. Consent Items (VOTE)
  - a. May 21, 2024 minutes (Attachment)
  - b. May 2024 financials (Attachment)
4. President's Report
  - a. Trustee Education (Attachment)
  - b. Conflict of Interest (Attachment)
5. Information Items
  - a. Staff Reports (Attachments)
    - i. Director's Report
    - ii. Adult Report
    - iii. Teen Report
    - iv. Children's Report
6. Board Discussion
  - a. Development Committee
    - i. Membership (Attachment)
    - ii. Appreciation Events (Attachment, VOTE)
  - b. Building and Grounds Committee
    - i. Landscape Update (Attachment)
    - ii. Seawall Update (Attachment)
  - c. Nominating Committee
    - i. Class of 2028 characteristics (Attachment)
  - d. Policy Review Committee
    - i. Gift and Naming Policy (Attachment, VOTE)
  - e. Mission Moments (Attachment)
7. New Business
8. Executive Session

Next meeting dates:       Tuesday, July 23 – 7:30 pm  
  Tuesday, September 24 – 7:30 pm

## **Minutes of the March 19, 2024 RFRR Board Meeting**

Present: Kirstin Bucci, Lina Eroh, Jan Kelsey, Kathleen Riegelhaupt, Jaclyn Cohen, Jennifer McArdle, Jill MacVicar, Emilie Reddoch, Jaclyn Shanahan, Diane Martin, Georgia Dyer

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 March 19, 2024 meeting minutes, the March 2024 financial statements and the April 2024 financial statements. Jackie moved that the consent agenda be approved. Kathleen seconded. All approved.

### **President's Report**

Kirstin reminded all trustees to complete their trustee education requirement. Each trustee is required to do 2 hours of trustee education each year. There are several one and a half hour sessions being offered throughout the year by the Mid-Hudson Library System. There are also pre recorded videos and webinars available from New York State. Certificates of attendance should be forwarded to Kirstin.

### **Staff Reports**

#### **Director's Report**

Chris reported on the first quarter statistics. Circulation is up. There was a good return on card sign-ups. Adult program attendance was down a bit, but children's program attendance was up. The door count was flat. Chris then presented the NYS Annual Report which is a compilation of the year-end statistics. Jan made a motion to approve the NYS Annual Report. Kathleen seconded. All approved.

Chris reported that he has been working with the Human Rights Commission and several high school students to bring a Smithsonian traveling exhibit to the library in June 2025. It is entitled "The Bias Within Us" and would be up for a month. He also reported that a new study room has been created on the second floor in what was the former printer room.

### Adult Services

Catherine reported that there was a good turn out for both the Jack Benny Radio Program presentation and the fall prevention presentation. The library is starting a mah jong program on Sundays. The library will be joining with the Rye Historical Society in celebrating the 200th anniversary of the visit by Lafayette in 1824. Embroidery kits will be available and the finished projects will be exhibited in August. A sewing circle will begin during the summer.

### Teen Services

Catherine reported that mixed media art work done by the high school art class will be on display in June in the Teen room and the gallery. The library has been asked to have a table at Rye Pryed on June 1st at Rye Town Park.

### Children's Services

Catherine reported that there was a new program of kid's films on Fridays. Crafty Kids meets twice a week and Cooking with Kids is still very popular. The summer reading program will kick-off on June 15 with a life size Candy Land. This year the reward for reaching each milestone will be a book. The reading has to be tracked online. Several trustees inquired as to whether a tangible way of tracking could be added.

### Board Discussion

#### Development

Lina talked about the proposed language change for the annual campaign. The word "friend" rather than "member" is going to be used forward in an effort to alleviate the confusion between being a cardholder and being a library member. It is felt that the change will make it clearer that the friends are financial supporters of the library. Ideas for increased opportunities for friends to have early access to events such as author talks, the book sale etc. were discussed. The goal is to increase the membership base. Lina then opened a discussion of possible donor appreciation events for those donors at the highest levels. It was discussed as to whether one event for all donors over \$1,000 or two events (one for the top two categories and the other for the \$1,000 to \$2,500 level). Ideas included a cocktail party, a friends opening of the Discovery Zone, and a presale event before the Book Sale. The library has no specific budget line for appreciation events. In the past these have been funded by various trustees.

### Buildings and Grounds

#### Landscaping

Emilie reported that the plants are in. A quote for the sprinkler system is expected next week. Work on the brick patio begins next week. A letter will go out about the new plantings. Peggy has kept the gardens clubs up to date on the project. Jan moved that the Board approve up to \$40,000 from the Capital Projects Fund for the landscaping project. Lina seconded. All approved.

#### Seawall

Chris met with the Director of the Y about possible coordination in seeking funding for sea wall work. The Rye Nature Center received a grant to fund repair of their banks along the brook for silt reduction and preservation of Long Island Sound. There was a discussion as to whether the library should work with the Y to pursue funding from this grant source. It seemed that the grant specifications were too narrow to accommodate the library's needs. The Board asked that the library reach out to our state and county officials for information about any grant possibilities appropriate for the library.

#### Children's Room

Chris reported that all furniture orders have been placed. There are plans for the reuse of the existing furniture. The room will close for the work to begin at the end of June.

#### Nominating

Two potential candidates for trustees have been identified.

#### Auxiliary Board

Georgia reported that the Vehicle Fair made over \$31,000. This is a new record. There were a great many day-of ticket sales.

There being no further business, Kirstin called for a motion to adjourn. Jennifer so moved. Lina seconded. All agreed. The meeting was adjourned at 9:00.

**Action : The Board approve the May meeting minutes**

## **May Financials**

The May financials reflect a quiet month for income. The proceeds from Vehicle Fair are reflected in the Combined Report. The cash deposits were held off in May, due to the banking change from First Republic to Chase. That income will be reflected in the June financials.

In Building Expenses, the sewer tax payment is reflected in the water and sewer line.

The Flood Insurance premium was paid in May for the year, and finance committee recommended a slight increase in the coverage. That premium was \$7,900, up from \$6,7000 last year.

In Personnel, there were two payments for healthcare premiums to the City. The library received notice that the CWA healthcare rates would be frozen for the next three years. Budget forecasts included a 9% increases starting midway through this year.

**Action : The Board accept the May financial statements**

Rye Free Reading Room  
Income and Expense Report  
For 5 Months Ending May 31, 2024

	Current Month 2024	2024 YTD Actual	2024 YTD Budget	2024 Budget
<b>Income</b>				
City of Rye	\$ -	\$ 692,500	\$ 692,500	\$ 1,385,000
Annual Campaign	\$ 3,311	\$ 41,662	\$ 104,167	\$ 250,000
Miscellaneous Income	\$ 2,250	\$ 9,893	\$ 14,583	\$ 35,000
Osborn Branch Library	\$ 3,650	\$ 23,930	\$ 21,382	\$ 51,317
Auxiliary Board Transfer	\$ -	\$ -	\$ 29,167	\$ 70,000
Endowment Transfer	\$ -	\$ -	\$ 43,750	\$ 105,000
	<u>\$ 9,211</u>	<u>\$ 767,985</u>	<u>\$ 905,549</u>	<u>\$ 1,896,317</u>
<b>Expense</b>				
<b>Library Materials</b>				
Books	\$ 4,228	\$ 31,971	\$ 37,035	\$ 88,885
Audio Visual	\$ 476	\$ 12,333	\$ 10,808	\$ 25,940
Periodicals	\$ 60	\$ 5,003	\$ 5,375	\$ 12,900
Programs	\$ 249	\$ 4,689	\$ 5,625	\$ 13,500
Ebooks/ Binding	\$ -	\$ 8,091	\$ 17,083	\$ 41,000
	<u>\$ 5,013</u>	<u>\$ 62,087</u>	<u>\$ 75,927</u>	<u>\$ 182,225</u>
<b>Library Operations</b>				
Supplies	\$ 1,432	\$ 6,963	\$ 6,250	\$ 15,000
Equipment & Systems - New		\$ -	\$ 1,875	\$ 4,500
Equipment & Systems - Maintenance		\$ -	\$ 2,083	\$ 5,000
Automated Systems	\$ 2,834	\$ 35,755	\$ 33,854	\$ 81,250
Telephone	\$ 640	\$ 2,561	\$ 2,750	\$ 6,600
Postage	\$ 68	\$ 2,156	\$ 3,750	\$ 9,000
Printing & Publicity	\$ 1,335	\$ 13,312	\$ 13,333	\$ 32,000
Auditing	\$ -	\$ 17,082	\$ 9,375	\$ 22,500
Legal Services		\$ -	\$ 833	\$ 2,000
Interest	\$ -	\$ -	\$ -	\$ -
Transfer to Designated Account	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,620	\$ 5,770	\$ 3,250	\$ 7,800
	<u>\$ 7,929</u>	<u>\$ 83,599</u>	<u>\$ 77,354</u>	<u>\$ 185,650</u>
<b>Building Operations</b>				
Heat		\$ 8,376	\$ 8,333	\$ 20,000
Light & Power	\$ 3,420	\$ 11,777	\$ 14,375	\$ 34,500
Water & Sewer	\$ 5,505	\$ 6,372	\$ 3,750	\$ 9,000
Fixtures, Furnishings & Equipment	\$ 3,037	\$ 5,614	\$ 2,083	\$ 5,000
Building Supplies	\$ 578	\$ 5,313	\$ 5,000	\$ 12,000
Contracted Services	\$ 4,147	\$ 20,309	\$ 29,875	\$ 71,700
Repairs & Maintenance	\$ -	\$ 2,835	\$ 7,500	\$ 18,000
Insurance	\$ 14,837	\$ 21,740	\$ 14,323	\$ 34,376
Capital Projects Fund Transfer		\$ 29,000	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 31,524</u>	<u>\$ 111,336</u>	<u>\$ 85,240</u>	<u>\$ 204,576</u>
<b>Personnel</b>				
Salaries	\$ 78,986	\$ 430,260	\$ 430,127	\$ 1,032,304
Social Security	\$ 5,890	\$ 31,447	\$ 32,905	\$ 78,971
Retirement		\$ -	\$ 43,498	\$ 104,394
Medical Insurance	\$ 10,745	\$ 36,067	\$ 34,093	\$ 81,823
Other Insurance		\$ 1,610	\$ 6,667	\$ 16,000
Payroll Services	\$ 925	\$ 3,833	\$ 2,917	\$ 7,000
Staff Development	\$ 264	\$ 2,620	\$ 1,250	\$ 3,000
Miscellaneous	\$ -	\$ -	\$ -	\$ -
	<u>\$ 96,810</u>	<u>\$ 505,837</u>	<u>\$ 551,455</u>	<u>\$ 1,323,492</u>
<b>Total Income</b>	<u>\$ 9,211</u>	<u>\$ 767,985</u>	<u>\$ 905,549</u>	<u>\$ 1,896,317</u>
<b>Total Expense</b>	<u>\$ 141,276</u>	<u>\$ 762,859</u>	<u>\$ 789,976</u>	<u>\$ 1,895,943</u>
<b>Net Receipts (Expense)</b>	<u>\$ (132,065)</u>	<u>\$ 5,126</u>	<u>\$ 115,573</u>	<u>\$ 374</u>

**Rye Free Reading Room  
Annual Campaign  
May 2024 YTD**

<i>Donations to the Current Annual Campaign</i>		2022	2023	2024
Donations received & deposited in	JAN	85,387	32,982	3,137
	FEB	5,531	1,446	1,255
	MAR	5,764	2,953	6,143
	APR	3,659	4,214	15,077
	MAY	5,989	2,689	3,311
	JUN	4,953	1,736	
	JUL	811	9,500	
	AUG	203	1,032	
	SEP	16,977	16,056	
	OCT	81,183	134,064	
	NOV	67,548	35,114	
	DEC	66,435	64,832	
	<b>Total</b>	<b>344,440</b>	<b>306,618</b>	<b>28,923</b>
Donations to <i>Previous or Subsequent</i> Annual Campaigns				
Donations to <i>prior</i> Annual Campaigns		85,287	30,883	12,738
Donations to the <i>subsequent</i> Annual Campaign		0	0	0
<i>Sub-total</i>		<u>85,287</u>	<u>30,883</u>	<u>12,738</u>

Rye Free Reading Room  
Endowment Report  
May 2024

Endowment Inflows/Outflows:	YTD 2024	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Beg of Period (Market Value)	2,160,398	2,109,492	2,388,851	2,188,828	2,233,617
Expenses	(7,632)	(14,636)	(14,834)	(15,674)	(13,845)
Transfer to/from Other Funds	0	(105,000)	(101,616)	(95,000)	(95,004)
Interest & Dividend Income	17,735	53,480	57,746	63,379	59,271
Appreciation	58,829	117,063	(220,654)	247,318	4,789
End of Period Bal (Market Value)	2,229,330	2,160,398	2,109,492	2,388,851	2,188,828
Endowment Performance	3.19%	7.39%	-7.44%	13.48%	2.25%
Return of S&P 500	11.30%	26.29%	-18.11%	28.71%	18.40%
Return of Barclays Bloomberg Aggregate Bond Index	-1.64%	5.53%	-13.01%	-1.54%	7.51%

Silvercrest:		YTD 2024	YTD 2023	YTD 2022	YTD 2021	12/31/2020
Cash & Equivalents	-1%	46,030	(27,006)	29,727	12,815	114,631
Fixed Income	39%	741,130	760,448	775,964	884,363	647,426
Equities	60%	1,170,804	1,166,785	1,046,548	1,170,444	1,143,143
Gold	1%	21,530	19,117	16,964	17,096	26,754
Other	2%	29,102	30,573	46,723	71,182	32,810
<b>Silvercrest Total</b>	100%	2,008,595	1,949,918	1,915,926	2,165,900	1,964,764

Endowment Breakdown at:	YTD 2024	Permanently Restricted	Temp Restricted & Board Designated	Total
Shea		41,680	51,710	93,390
Flores		76,650	(3,323)	73,327
Balf		27,390	26,627	54,017
Silvercrest		745,086	1,263,509	2,008,595
		\$ 890,806	1,338,524	2,229,330



Rye Free Reading Room- Combined Report

For 5 Months Ending May 31, 2024

	Unrestricted (Operating)	Temp. Restricted (Designated)	Endowment and Board Restricted	Combined
<b>Income</b>				
City of Rye	\$ 692,500	\$ -	\$ -	\$ 692,500
Annual Campaign	41,662	0	0	41,662
Contribution	-	48,270	0	48,270
Grants	-	0	0	-
Osborn Branch Library	23,930	0	0	23,930
Income from Invested and Equity	-	0	17,735	17,735
Miscellaneous	9,893	0	0	9,893
Transfer: Auxiliary to Operating	-	0	0	-
Transfer: Operating to Designated	-	0	0	-
Transfer: Operating to Cap Projects	-29,000	29,000	0	-
	<u>738,985</u>	<u>77,270</u>	<u>17,735</u>	<u>833,990</u>
Transfer: Auxiliary to Operating	0	0	0	-
Transfer: Endowment to Operating	0	0	0	-
Appreciation/Depreciation		0	12,063	12,063
<b>Total Funds</b>	<b>738,985</b>	<b>77,270</b>	<b>29,797</b>	<b>846,052</b>
<b>Expense</b>				
<b>Library Materials</b>				
Books	31,971	10,107	0	42,078
Audio Visual	12,333	0	0	12,333
Periodicals	5,003	0	0	5,003
Programs	4,689	34,677	0	39,366
Online Resources	0	0	0	-
Miscellaneous	8,091	0	0	8,091
	<u>62,087</u>	<u>44,784</u>	<u>0</u>	<u>106,871</u>
<b>Library Operations</b>				
Supplies	6,963	1,278	0	8,241
Equipment & Systems - New	0	0	0	-
Equipment & Systems - Maintenance	0	0	0	-
Automated Systems	35,755	0	0	35,755
Telephone	2,561	0	0	2,561
Postage	2,156	0	0	2,156
Printing & Publicity	13,312	3,781	0	17,093
Auditing	17,082	0	0	17,082
Interest	0	0	0	-
Legal Services	0	0	0	-
Miscellaneous	5,770	80	0	5,850
	<u>83,599</u>	<u>5,139</u>	<u>0</u>	<u>88,738</u>
<b>Building Operations</b>				
Heat	8,376	0	0	8,376
Light & Power	11,777	0	0	11,777
Water & Sewer	6,372	0	0	6,372
Fixtures, Furnishings & Equipment	5,614	418	0	6,032
Building Supplies	5,313	4,598	0	9,911
Contracted Services	20,309	8,721	0	29,030
Repairs & Maintenance	2,835	0	0	2,835
Insurance	21,740	0	0	21,740
Miscellaneous	0	0	14,636	14,636
	<u>82,336</u>	<u>13,737</u>	<u>14,636</u>	<u>110,709</u>
<b>Personnel</b>				
Salaries	430,260	0	0	430,260
Social Security	31,447	0	0	31,447
Retirement	0	0	0	-
Medical Insurance	36,067	0	0	36,067
Other Insurance	1,610	0	0	1,610
Payroll Services	3,833	0	0	3,833
Staff Development	2,620	0	0	2,620
Miscellaneous	0	0	0	-
	<u>505,837</u>	<u>0</u>	<u>0</u>	<u>505,837</u>
<b>Total Expense</b>	<b>733,859</b>	<b>63,660</b>	<b>14,636</b>	<b>812,155</b>
<b>Net Receipts/Expenses</b>	<b>5,126</b>	<b>13,610</b>	<b>15,161</b>	<b>33,897</b>
<b>Prior Year Funds</b>	<b>242,605</b>	<b>136,416</b>	<b>2,109,492</b>	<b>2,488,513</b>
<b>Balance</b>	<b>247,731</b>	<b>150,026</b>	<b>2,124,653</b>	<b>2,522,409</b>

## Trustee Education

**NEW** – Trustees are required to complete an annual sexual harassment prevention training. You may credit any interactive sexual harassment prevention training course taken this year to fulfill this requirement. Contact Chris to self-attest, or submit a certificate of completion.

Please note this training does not count towards the 2 hour continuing education requirement.

NYC Sexual Harassment Prevention Training -

<https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page>

A self-paced training is also available – contact Chris to receive the link.

Pre-recorded Education Opportunities for 2024

- Pre-recorded webinars from New York State available at the link below.
  - <https://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- Pre-recorded videos from Trustee Handbook Club discussion series from the Mid Hudson Library System:
  - [https://youtube.com/playlist?list=PLd\\_RtTwqkH2bNgVlcb1pWaTSa7dZRfPbJ&feature=shared](https://youtube.com/playlist?list=PLd_RtTwqkH2bNgVlcb1pWaTSa7dZRfPbJ&feature=shared)

Upcoming Education Opportunities – Attend Live, In Real Time, or Register to Receive the Recording for 2024

Trustee Essentials – Sept 5 – 5 to 6:30 pm

<https://midhudson.org/events/trustee-essentials-11/>

Policies 101 – Sept 23 – 5 to 6:30 pm

<https://midhudson.org/events/policies-101/>

Financial Planning – Oct 28 – 5 to 6:30 pm

<https://midhudson.org/events/financial-planning/>

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## **Conflict of Interest**

Each year, trustees are required to review the conflict of interest policy and return the conflict of interest form. Please find the policy and form attached.

### *Conflicts of Interest Policy*

*Purpose:* To establish a set of principles and practices of the Rye Free Reading Room for the Board of Trustees that will set parameters and provide guidance and direction for Board conduct and decision-making.

*Code:* Members of the Board of Directors of the Rye Free Reading Room are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Rye Free Reading Room. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

#### *Accountability*

- Faithfully abide by the Articles of Incorporation, By-laws and policies of the Rye Free Reading Room.
- Exercise reasonable care, good faith and due diligence in organizational affairs.
- Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
- Remain accountable for prudent fiscal management to association members, the Board and, where applicable, to government and funding bodies.

#### *Professional Excellence*

Maintain a professional level of objectivity in all Rye Free Reading Room activities.

#### *Personal Gain*

Exercise the powers invested for the good of the library rather than for his or her personal benefit.

#### *Equal Opportunity*

Ensure the right of all library users to appropriate and effective services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with applicable legal and regulatory requirements.

#### *Confidential Information*

Respect the confidentiality of sensitive information known due to Board service.

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*Code of Ethics for Key Management Employees*  
Key management employees shall uphold these same standards.

**RYE FREE READING ROOM  
ANNUAL STATEMENT RE CONFLICT OF INTEREST POLICY**

I, \_\_\_\_\_, a member of the Board of Trustees  
Please print

(or)

I, \_\_\_\_\_, an employee of the Rye Free Reading Room  
Please print

certify that:

1. I have received a copy of the Conflict of Interest Policy of the Rye Free Reading Room.
2. I understand that The Rye Free Reading Room is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.
3. I have read and understand this policy and the library's statement of nonprofit status and agree to be bound by their provisions.

During the calendar year 2024, I have the following potential conflict of interest which requires disclosure:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Director's Report

### LIBRARY OPERATIONS:

- Budget
  - Continued 2025 budget development
- Strategic Planning
  - Reviewed strategic plan progress and activities with Committee Chair

### FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
  - Launched Friend portal and new online giving platform
- Community Relations
  - Attended Lion's Club Scholar Athlete of the Year luncheon
  - Led WLS Association Library routable discussion
  - Arranged library memorial program for Paul Tillotson, Current Events book group leader
- Fundraising
  - Attended Grassi Nonprofit Summit 2024 on fundraising, IT infrastructure, and
  - Reviewed 2024 NYS Consolidated Funding Application for possible capital projects
  - Reviewed 2024 NYS Library Construction Grants for possible capital projects

### BUILDING & GROUNDS:

- Completed sprinkler installation and programming
- Reviewed pending construction and maintenance projects with building manager
- Completed fixtures and furnishing purchasing for Discovery Zone project

### STAFF & PERSONNEL

- Attended WLS training on reasonable accommodate to share information with staff

## Adult Services

### PROGRAMMING:

- Mindfulness Mondays
- Postpartum Support Group
- Rye Storytellers: "Who's on First?" and Other Swell Stories
- Falls – Prevention and Intervention

### COMMUNITY OUTREACH

- **Strategic Priority 1: Independent Reading Services**
  - Summer Reading Kickoff with Life-size Candyland
  - Adult Summer Reading Bingo - Online or Paper Card - Earn a prize or grand prize raffle ticket for every bingo achieved!
  - Library Book Groups - CookBook Book Club, Current Events Book Club, Rye Readers Book Group, Thursday Afternoon Book Club (hybrid), Friday Morning Virtual Book Club (virtual), Listen at the Library - an audiobook club for Adults & Teens (Village Green)
  -
- **Strategic Priority 4: Community Interest Advancement**
  - Distributed Historical Take and Make embroidery kits
  - Senior Law Day Collaborative Consultations (virtual & hosted by WLS)
  - Childhood 2.0 screening with In Real Life

### SPACE BOOKINGS

- Local History Room – 55
- Left Study Room – 36
- Right Study Room - 40



## Teen Services

### PROGRAMMING AND DISPLAYS:

- Summer Reading Kick-Off had 161 people attend
- May International Snack Club had 23 teens

### Strategic Goals - #1 Independent Reading

- End cap displays featuring the first 2-3 books in a series are also doing well
- The Audiobook Club has been set up to support the AP Lit classes with their summer assignments

### Strategic Goals - #4 Community Interest Advancement

- Summer Reading programming will have new multiple weekday events this year to test out their popularity: Teen Adventure Club will meet on Wednesday afternoons, Audiobook Club will meet on Tuesday afternoons, and an intergenerational Boardgame Night will happen on Tuesday evenings in addition to the regular Friday events
- Heard in Rye Junior Board is meeting at the library
- Attended pRYEde and offered a resource table

### Materials

- A new system for storing pieces, especially for the games preferred by younger kids, is still in the works to reduce in-house losses and damages

## Children's Services

### Community Interest Advancement

- Our Summer Reading Kickoff event was last weekend and it went wonderfully. This was an astounding collaborative effort between all departments and we had 161 people attend the event. Over 100 people have signed up for summer reading so far and we hope to bolster those numbers even more entering into the school break.
- The Preschool Storytime finished up the last 6-week block for the 2023-2024 school year. Attendance was low throughout, but the regulars who did attend love the program.
- We have had STEM Sparks Boxes on Saturdays have been drawing visitors occasionally. The boxes are filled with fun STEM activities for preschoolers and change monthly. June's box is fruit & veggie themed.
- Crafty Kids continues to attract a nice group of children for both sessions on Wednesday and Thursday.
- We are seeing a small group of families attend our Film Friday event in the meeting room after storytime. It is a good opportunity for them to eat lunch and rest after a busy morning.
- Mindfulness Monday in May only had 3 kids but they had a great time.

### Independent Reading and Reading Drop-off Prevention

- Rye City School District suggested summer reading books have been separated out from the regular collection and placed in a prominent position in the children's room

### Outreach

- In June we welcomed the Rye YMCA's ELC program for a morning of stories and fun with about 65 children. We hope to continue this partnership in the fall and welcome the YMCA back for more storytimes.
- The Summer Reading video was popular in the schools



## **Annual Campaign / Development**

### 2024 Be a Friend Campaign

#### **Update**

Both [ryelibrary.org/support](https://ryelibrary.org/support) and [ryelibrary.org/friends](https://ryelibrary.org/friends) will be redirected to our new online giving form at [friends.ryelibrary.org](https://friends.ryelibrary.org). Friends will be able to sign in to see their last gift, get a tax receipt, and even see custom landing pages. Novel Night tickets will be sold via the platform as well.

Be a Friend cards are being designed to be handed out as mini-bookmarks this fall as a strategy to reach cardholders. They will also be added to all the bookclub books that circulate.

## **Annual Campaign / Development**

Donor recognition is a critical element to long-term fundraising success.

As part of the development strategy to increase donor appreciation, the Board will need to discuss funding strategies for those appreciation activities.

The estimated cost for the proposed September 12<sup>th</sup> reception for Scholar, Curator, and Bibliophile members is between \$4,000 and \$5,000.

Potential funding could include

- Trustee Underwriting
- Designated Fund Interest Income
- Donations from Other Sources

**Action : The Board approve up to \$5,500 in designated fund interest income to support the donor reception.**

## **Building and Grounds Committee - Landscape**

Landscaping work was completed on May 28<sup>th</sup>, with the installation of the sprinkler system.

Emilie Reddoch wrote an update that was shared via the library's website and press release.

The Rye Free Reading Room, one of the anchors on the Village Green, welcomes residents to learn, explore, and read. As caretakers of this jewel on the Village Green, the Board of Trustees stewards the facility for all Rye residents to enjoy. The library grounds are an integral part of that process. We respect the treasured views of the Green while ensuring the library landscape is in harmony with the Rye surroundings. Our new landscaping ushers in a fresh look for our beautiful library, while maintaining the traditional aesthetic of the town green. Thanks to the amazing guidance of our accomplished landscape designer, the plantings highlight the beauty of the building while providing an updated look that will please generations to come. We were very careful to use native plants and pollinators while also using existing plantings in new areas. The new look also includes a summer pollinator garden, inspired by the positive community feedback we received from last summer's pop-up garden bed. We look forward to watching the new plants grow and mature with each new generation at the library.

The generous support of Mike Bianco, Angelo Andreoli, Pasquale Falco, Peggy Peters, and Billy Weeks will all be noted in the Annual Report.

The final expense was \$34,284.

## **RFRR Seawall**

Chris is working on scheduling meetings with Senator Mayer and Assemblyman Otis, and will invite a trustee to attend those meetings. Both have expressed interest in supporting the library in securing funding for the seawall. Dates have not yet been confirmed.

The 2024 New York State Library Construction Grant is due August 23, 2024. Grants cannot be used to support studies, planning, or permits. WLS has slightly over \$2,000,000 to allocate for member library projects. The grant funds must be matched 1 to 1 by other funding sources.

Assemblyman Otis has sent around notice about the Consolidated Funding Application, which is due July 31<sup>st</sup>, 2024. Chris is reviewing the guidelines to identify eligible projects.



## **Children's Room Committee**

All the materials have been ordered, and some have been shipped.

The Discovery Zone will close on June 28<sup>th</sup>. The response in the library and on social media has been positive.

Construction work will continue through August 4<sup>th</sup>, with the rest of August set aside for finishing touches, staging, and unanticipated delays.

Donor previews are planned for Sept 12, with a Friends event on Sept 13 to co-inside with the Booksale preview. The space will re-open to the public on September 14<sup>th</sup>.

## **Nominating Committee**

The Nominating Committee has identified the following as the primary criteria for the Class of 2028:

1. Increase the gender balance of the board
2. Add members of the community with building, construction, or architectural knowledge.

Secondary criteria include:

1. Add members with finance, marketing, or communications backgrounds
2. Add members with the capacity to make or recruit major gifts

At this time, there are two potential candidates that meet at least one of the primary criteria. Nominating Chair Megan Monaghan will be reaching out to trustees with strong connections to the individuals to have an initial conversation about serving on the board.

Trustees who have recommendations for the Class of 2028 should contact Megan.



## **Policy Review Committee**

The Policy Review committee has been working on the Gift Policy over the last year. In developing that policy, the need for a separate naming policy was also identified. The two policies are included below for Board approval.

**Action : The Board approve the Gift Policy and the Naming Policy**

## Gift Policy

The Rye Free Reading Room supports its mission to serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests and welcomes private support from individuals, families, corporations, foundations, and organizations. Such private support may include gifts of library materials, money, or real property. Prospective donors are encouraged to consult with their legal, tax, and/or financial advisors before making a gift. The Rye Free Reading Room is not in a position to advise potential donors on any such matter.

The Rye Free Reading Room reserves the right to refuse any gift that is deemed to be not in the best interest of the Rye Free Reading Room to accept.

The Rye Free Reading Room reserves the right to handle or dispose of any gift in the best interests of the Rye Free Reading Room.

### Donation and Gift Provisions:

- **Undesignated monetary contributions**  
Undesignated monetary contributions are added to the Annual Campaign, which supports the general operating expenses of the Rye Free Reading Room.
- **Memorial gifts**  
Unless previous arrangements are made with the Rye Free Reading Room, memorial gifts are added to the Annual Campaign, which supports the general expenses of the Rye Free Reading Room. Specific memorial gift opportunities can be discussed by contacting the Library Director.
- **Stock donations**  
All stock donations to the Rye Free Reading Room are sold and net proceeds are deposited into the appropriate Rye Free Reading Room account. In order to donate stock, the donor will have to contact his brokerage firm and provide it with instructions on what stock to transfer to the Rye Free Reading Room brokerage account.

- Gifts In-Kind

The Rye Free Reading Room may accept in-kind donations that support library programs, services, and fundraisers. In-kind donations are acknowledged in the Rye Free Reading Room annual's report, and may be included in other promotional materials. Donors should provide an estimated value. The Rye Free Reading Room will not appraise or estimate the value of in-kind donations.

- Restricted monetary contributions.

Restricted or designated monetary contributions may be accepted under the conditions that the restriction is considered compatible with the mission of the Rye Free Reading Room, and the restriction shall not place an undue burden on library resources, cause adverse publicity, restrict the Rye Free Reading Room's ability to acquire gifts from other sources, or violate existing policies, local, state, and or federal laws. Restrictions must be clearly communicated in writing to the Director, and the Board of Trustees must accept the restrictions before the gift is accepted.

- Real Estate

The Rye Free Reading Room may accept gifts of real property that either support or could be sold to support the mission of the Rye Free Reading Room. The Rye Free Reading Room will consider the title of the property, insurability, and marketability of any real estate.

- Art and Decorative Objects

The Rye Free Reading Room may accept gifts of art objects that are of local interest to the community, of professional quality, and in good condition. The donor must provide a current appraisal by a qualified third party. The Rye Free Reading Room is not responsible for reviewing or authenticating the validity of such appraisals.

## **Naming Policy**

The Rye Free Reading Room supports its mission to serve as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests and welcomes private support from individuals, families, corporations, foundations, and organizations. Naming opportunities recognize the extraordinary generosity of those supporters.

Naming opportunities may be available for facilities, collections, programs, and endowments at the Rye Free Reading Room. Gifts given in support of naming opportunities must be in alignment with the Rye Free Reading Room Gift Policy.

Naming Opportunity Conditions:

- The availability of and approval of naming opportunities are determined by the Board of Trustees.
- Naming opportunities contain no guarantee that a name will be used in perpetuity or beyond the useful life of the space, facilities, or specific named items.
- Naming opportunities require at least a 75% payment prior to any public recognition. Unfulfilled pledges will result in the termination of the naming opportunity, or a substitution as determined by the Board of Trustees.
- Signage will be designed to suit the aesthetics of the library, and will be determined by the Rye Free Reading Room.

### Revoking a Naming Opportunity

The Rye Free Reading Room Board of Trustees reserves the right to revoke any named opportunity at its sole discretion. The board may choose to revoke a named opportunity should it become known that the recipient has been convicted of a criminal offence or confirmed to have engaged in unethical conduct, whereby the ongoing association with the recipient will negatively reflect on the Rye Free Reading Room. The Rye Free Reading Room may also choose to revoke any named opportunity should it become known that the recipient has been confirmed to have engaged in conduct that would cause negative publicity for the Rye Free Reading Room, or if the Rye Free Reading Room receives information confirming that, had it been known at the time the naming opportunity was offered, the recipient would have been ineligible for that opportunity. Confirmation of such conduct must come in the form of a formal governmental, judicial, or institutional finding, such as an investigation by a public safety organization, a school, work, or professional ethics committee, or an admission by the individual.

## Mission Moments

The NY Times is now available from the Rye Free Reading Room, at home or in the building. Visit [www.ryelibrary.org/NYTIMES](http://www.ryelibrary.org/NYTIMES) and use your library card for the redemption code.

Novel Night tickets go on sale July 22 at 10 am. Tickets will only be available to current Friends of the library. Visit [friends.ryelibrary.org/account/login](http://friends.ryelibrary.org/account/login) to see your Friend status. Sponsorship packages will be available beginning July 15, and include the Friend membership with the purchase.

### Notable Activities

June 29 at 2 pm – Historical Swordcraft

Hear ye, hear ye! Learn all about historical swordcraft with the Hudson Valley's own HEMA group (Historical European Martial Arts). Harley Jelis and students will demonstrate techniques, discuss the history behind the actions, and for a group of 8-10 participants ages 14+ offer an introduction to longsword\*, with time for Q&A! \*For those unable to do the longsword introduction, we will have a separate educational craft during that time!

July 2 at 6 pm – Board Game Nights

Tuesdays through July 30 at 6 pm – Join board game enthusiasts for casual gaming fun

July 9 at 4 pm – Unplug and Read

Tuesdays through July 11 at 6:30 pm – Pies and Pages : Summer Pairing  
Get recommendations for beach reads and seasonal pies. Registration required

July 19 at 4 pm – Pirate Treasure Hunt

It's an adventure on the high seas for young readers as they hunt for hidden prizes. Registration required.