

Tuesday, April 27, 2021
7:30 pm Board of Trustees Monthly Meeting
Zoom

Agenda

1. Roll Call
2. Public Comment
3. Consent Agenda (VOTE)
 - a. Approve March, 2021 meeting minutes (Attachment)
 - b. Accept the March 2021 financial statements (Attachment)
4. President's Report
5. Information Items
 - a. Staff Reports (Attachments)
 - i. Director's Report
 1. WLS Free Direct Access Plan (Attachment, VOTE)
 2. 1st Quarter Statistics (Attachment)
 - ii. Adult Report
 - iii. Children's Report
 - iv. Teen Report
 - b. Auxiliary Board
6. Board Discussion
 - a. 2021 Committees
 - i. Strategic Planning
 - ii. Nominating Committee
 - b. Mission Moments (Attachment)
 - c. Board dashboard (Attachment)
 - i. 2021 Committees
7. New Business
8. Executive Session

Next meeting dates: Tuesday, May 25, 2021 – 7:30 pm
 Tuesday, June 22, 2021 – 7:30 pm

<https://zoom.us/j/97663486495?pwd=WWxTWU5kaGlFZolaUTlxeE5QU3lkZzo9>

Meeting ID: 976 6348 6495

Passcode: 930612



Minutes of the March 23, 2021 RFRR Board meeting

Kathleen Riegelhaupt called the meeting to order at 7:32.

Consent Agenda

Kathleen reviewed the use of the consent agenda for all routine items such as minutes of the previous meeting and financials. She asked to move the financials out of the consent agenda. Sara Miller moved to approve the consent agenda. Matt Anderson seconded. Jaclyn Cohen pointed out that date on the January minutes read 2020 and should be changed. All approved the motion.

Treasurer's Report

Ted Burdick reviewed the February financial statements. Income is going quite well with the first installment of the City's semi-annual funding and the rollover from last year's annual campaign. Expenses are lower because of a vacant position which will be filled soon. The automated services amount represents the first 6 months of WLS payments. In July WLS will be offering IT services on a new model. Chris is waiting for pricing details. The endowment performance is ahead of the S&P. The library has received its second PPP loan. Sara Wise moved to accept the February financials. Nicole Cunningham seconded and all approved.

President's Report

Kathleen welcomed the new trustees and the new Auxiliary Board presidents. She thanked Chris and Francis Jenkins for hosting the annual meeting. The video shown at the meeting gave an excellent overview of the library's work last year. She has two goals for the coming year. The first is to support Chris and the entire staff during the gradual reopening. She asked Chris to call upon the Board members for any assistance needed. Her second goal is to help the Board re-engage after a difficult year of social distancing and zoom meetings. She hoped that meetings could become hybrid as early as April. She encouraged all Board members to serve on at least one standing committee.

Staff Reports

Chris Shoemaker reported that work had been done to upgrade the elevator. Storm windows for the first floor are being considered. WLS is changing its IT services and this will impact the library's budget. Other libraries have contracted with outside vendors for their IT services. Chris will look into pricing from outside vendors once he receives the new pricing from WLS.

Chris reported that the library has applied for a grant from Old Oaks Country Club and a grant from Con Ed. The staff will have customer service training in June and the library will therefore be closed for half a day.

Catherine Riedel reported on activities in the public service departments. Programs this month have focused on women's history. In partnership with SCORE the library hosted a webinar on "Instagram for Small Business" which was attended by 261 people. Teen programs included a very successful "Activist Academy" attended by 90 people. The library has applied to the City for permission to have programs on the Village Green throughout the summer. More children's programs will be moving outdoors since the numbers at Samantha's outdoor story hour continue to grow.

Auxiliary Board

Chris introduced the new co-presidents. The Auxiliary Board will be conducting a friendraising campaign in conjunction with National Library Week through contacting past Novel Night participants.

Board Discussion

Kathleen asked Chris to review the talking points and board dashboard. Book donations for the upcoming book sale are now possible. The dashboard shows that browsing is up which means that more people are feeling comfortable about returning to the library. The staff is rearranging the meeting room to meet the new 3 foot distancing guidelines. Some of the procedures put in place during COVID such as curbside pick-up will continue with modification.

Kathleen led a discussion of the Board's standing committees and encouraged Board members participation. She suggested that a different committee be spotlighted each Board meeting. The current 3 year strategic plan will end in May 2021.

Normally we would spend this year crafting a new one. She suggested that because of the gradual reopening and arranging for operations post-COVID, perhaps we should extend the current plan for one year. Sara asked if this required a vote. Kathleen said that was not necessary. In May the Board could vote to extend the present plan.

Mission Moment

Chris reported that the library had its first sign up for next year's spelling bee.

New Business

Francis congratulated Kathleen and the new executive slate. He hoped that the Board could build camaraderie with the return to more normal operations.

Kathleen moved to adjourn the meeting and Francis seconded. All approved and the meeting was adjourned at 8:20.

Action : The Board Approve the March meeting minutes

March Financials

Income trails projects slightly, though miscellaneous revenue is not as far off estimates. Ending the quarantine period for materials may also impact this area, as there will be fewer fine disputes.

Materials spending is still behind, but staff are looking to use Ingram for material purchasing and processing instead of Baker and Taylor. Over 300 on order titles were cancelled by Baker and Taylor, with no notice. Unreliable supplies impact circulation as well, as Rye patrons end up waiting longer for the few copies that are in the system.

Library operations are below budget, but the first invoices for the audit will be reflected in April, and account for \$10,000 in expenses. An RFP is out for managed IT services, and pricing will be evaluated vs WLS services.

Contracted services jumped up due to delayed invoices from Coverall, the cleaning services company. There were also fire system maintenance issues that were addressed by W and M Fire.

Personnel reflects a staff retirement as of March 4th. That employee is returning as an occasional staff member at less than 10 hours per week to assist with processing. One vacant clerk position has been filled while a second part time clerk position is out for an unknown period of time due to COVID recovery. In addition, personnel costs are lower than budget due to the outstanding labor negotiations.

Action : The Board Accept the March financial statements

Director's Report

LIBRARY OPERATIONS:

- Budget
 - Shared quarterly spending with library departments
 - Reviewed existing contracts for possible savings
- Strategic Planning
 - Outlined accomplishments and initiatives goal area for current strategic plan
 - Researched alternate metrics for library impact

FUNDRAISING, OUTREACH & COMMUNITY RELATIONS:

- Annual Campaign
 - Met with Development Committee to begin theme discussion
- Community Relations
 - Hosted Caste book discussion session with CURE
 - Placed call for writers for the return of Writes and Bites program
 - Met with Rye Arts Center to review Rye Community Media plans
 - Participated in Little Garden Club Daffodil celebration
- Fundraising
 - Completed Auxiliary Board National Library Week Mailing – 2.1% return
 - Completed Lapsed Donor Mailing – 9% return
 - Completed Old Oaks Foundation proposal

BUILDING & GROUNDS:

- Rearranged attic space to prepare for booksale
- Adjusted furniture layout in children's room to improve sightlines
- Scheduled spring cleaning garbage pickup with Bedford Road Contractors

STAFF & PERSONNEL

- Opened recruitment for business manager
- Continued labor contract discussions with CWA business agent

WLS Free Direct Access Plan

In preparation for submission of WLS's Plan of Service 2022-2026 to the New York State Division of Library Development, the Free Direct Access Plan was reviewed. In addition to needed revisions to dates and a page footer, one item was also added to Section 1 in response to a request by the Public Library Directors Association (PLDA). This addition, shown below in ***bold italic underscored*** font, was made to support the member libraries in allowing limitations to the use of their meeting rooms.

As defined in Commissioner's Regulation §90.3 (a)(8) and required by §90.3 (d)(i), on-site use will be available to any Westchester County resident. However, the following limitation may be imposed as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

- Member libraries may give preference to the residents of their taxing district for attendance at library programs.
- Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.
- ***Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.***

In accordance with Section 8 of the Free Direct Access Plan, the proposed revision was reviewed by the Public Library Directors Association (PLDA) and the WLS Board of Trustees and the revised document is being submitted to the 38 member libraries for approval.

Directors are asked to put this matter on the next possible library board meeting agenda for approval and to inform WLS of the board's decision by sending a copy of their board meeting minutes indicating the Free Direct Access Plan vote to Elise Burke either by electronic copy via email leburke@wlsmail.org or by hard copy via the routed mail. A simple majority of the 38 member libraries will constitute approval.

Quarterly Statistics Summary

Library activities are down compared to last year, as the measurements include some pre-pandemic months of service. Looking at the first quarter of 2021 compared to the 4th quarter of 2020 reflects pandemic services more accurately, in my opinion. I have included that comparison on the spreadsheet as well.

Digital usage has plateaued, and without significant spending, will most likely remain near these usage levels. WLS may be purchasing a digital magazine package for the system, which would boost those metrics slightly. Collections may be a focus for the 2021 / 2022 annual campaign, to increase those budget lines. Book bundles are appreciated, but are not a significant drive of higher circulation. Patron comfort with browsing is increasing, and we are addressing vendor service issues to ensure more popular books are on the shelves at release date.

Programs declined in the first quarter compared to last quarter, and that is partly lined to the decline in popularity of activity kits. All departments offered more programs at the end of the year, under the assumption that most families would be traveling less.

Additional public computers have been added to allow for more computer sessions, and website visits have risen as people schedule their appointments.

Adult Services

PROGRAMMING AND DISPLAYS:

- Virtual Programs
 - Author Event: Woodruff and Washington, 1964: The First Baby Boomers Turn 18, Civil Rights, Vietnam, 5 Towns, One Book:Caste. Adult Writing Group (weekly), Maritime Trade Networks of Medieval Japan, Federal One: Saving the Arts in the Great Depression, Adult Take and Make Together: Painted Planter, Appy Hour
- Virtual Book Groups

COMMUNITY OUTREACH/PARTNERSHIPS -Strategic goal 4: Advance strategic partnerships with community and regional agencies:

- We are setting up a plant propagation swap station across from our seed Library. This is a place where patrons can take a plant starter and replace the one taken with a new propagation. We are reaching out to the Rye Garden Clubs to see if they would be interested in being involved in this initiative
- 5 Towns One Book: Caste - we partnered with 5 towns and numerous community agencies designing a series of programs around the book Caste The Origins of our Discontent by Isabel Wilkerson.
- Our Author program with Woodruff and Washington was done in partnership with the Irvington Public Library.

MATERIALS:

- We have moved the patron printer into the Raho Technology Center and we have added 2 more computers to the Technology Center. There has been overwhelming support for this facility change and a very positive response from our patrons .

Teen Services

PROGRAMMING AND DISPLAYS:

- “Teen Intersectionality Book Club” will meet in June, after AP exams. Their selection for the month is “The Magic Fish”.
- Community Clue will run this weekend, with a current, and growing, list of sign ups sitting at 67 people.
- Ashley Covelli led a macaron baking class which was better attended than other test kitchen events
- Ian Harris led a teen chess tournament that was well attended and gained some traction within the school chess community

COMMUNITY OUTREACH –

Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships

- Work for a June presentation for Activist Academy, and fall speakers, is underway with other libraries and local youth serving community groups
- The Empathy Project, in collaboration with Roni Sarig’s students at the Rye High School and participants in the Big Picture Foundation is in the works for a Storwalk adaptation starting with Mental Health on Saturday 5/2

(Strategic Goal # 4: Advance Strategic Partnerships with Community and Regional Agencies).

- Summer Reading virtual program collaboration is happening with the Harrison, Croton, and Somers libraries as well as the YMCA for an in-person outdoor summer Olympics event being spearheaded by Samantha Mairson of the Children’s Department

MATERIALS:

- The TAB has successfully formed sub-groups to work on teen informed collection development and just wrapped up ordering for Quarter 1; they are enjoying the process!
 - Collection evaluation will soon be done within the comics, graphic novel, and manga sections to determine circulation and if the collection should be moved to larger shelving by swapping with the board game collection; or if weeding needs to occur.
-

Children's Services

Programs and Displays

- Our Wednesday Cooking with Kids class is still attracting regulars and new participants every week, between 8-15 kids average. This week we are making birthday cake from scratch to celebrate the 1st birthday of the Cooking with Kids program!
- We look forward to welcoming a new performer for May/June. Robert the Guitar Guy will be performing once a week on Tuesday mornings outdoors for our younger crowd. If the weather is bad he will perform on Facebook live.
- Samantha created a nice spring/flower display for the Rye Garden Club's Daffodil Day that took place on Saturday, April 17th.

COMMUNITY OUTREACH (Strategic Goal # 1: Strengthen School and Youth Serving Organization Partnerships):

- This month we ordered several books for Osborn School on Civil Rights, Women's Rights, LGBTQ+ Rights, and Native American Rights.
- Lisa was interviewed by the Milton 3rd grade class as a community helper for their project on COVID in Rye.
- Samantha continued doing community outreach as a part of planning for our April community Clue event. Several local businesses have already agreed to allow us to post clues in their windows for a scavenger hunt type event for the whole family. The Community Clue event will take place on April 24th.

SPACES

- The children's room service desks have been re-arranged to provide one central point of service. The wall space where the service desk stood will be a lunch / wall toy / seating area instead.

Auxiliary Board

The Board of Trustees votes to approve new members to the Auxiliary Board following the approval of a majority of the existing Auxiliary Board membership.

New members to the Auxiliary Board are:

- Lauren Bousequet
- Valerie Chuebon
- Diane Martin
- Maureen Neckles
- Lauren Tesoriere
- Lianne Tidman
- Valerie Vena

Action: The Board approves the new members

May Talking Points

The library is open for browsing and studying – reserve a spot at www.ryelibrary.org/appointment. Reserve a study space for you or a group, browse the collection, collect materials for a learning pod, grab an activity kit, and more.

Visit the Village Green! From concerts to storywalks to family fun activities, the library is taking advantage of the wonderful outdoors space to ensure social distanced in person programs are possible for all ages. Visit the library's calendar at www.ryelibrary.org/calendar to see what's going on.

Special thanks to the Teen Advisory Group for creating kindness boxes! These messages of positivity and hope will be shared out beginning May 1. The idea came about as a way to increase community connections during a time of isolation.



Notable Activities

Saturday, May 1 at 5 pm : Classical Music on the Green

Violinist Dr. Soo Yeon Kim and Flautist Dr. Caroline Sonett-Assor will present a Korean folk tale through musical selections of Bach, Mozart, Prokofiev, and others. Suitable for all ages.

Trustee Action: Share, register, and attend.

Tuesday, May 4 at 10 am : Robert the Guitar Guy

Families with young children can the guitar stylings of Robert Markowitz outside on the Green, or on Facebook live in case of inclement weather.

Trustee Action: Share with parents of 18+ months

Tuesday, May 11 at 4 pm : Battle of the Books Interest Meeting

Battle of the Books General Interest meetings for Grades 4-7 and 8 to 12.

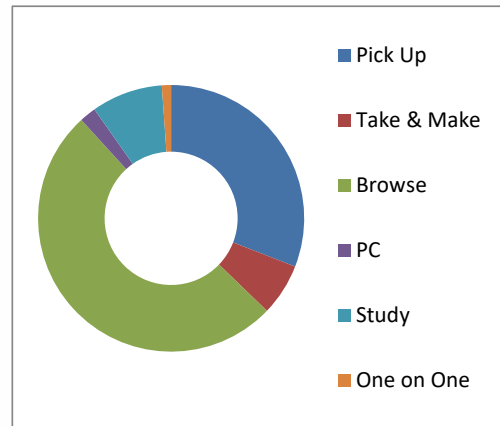
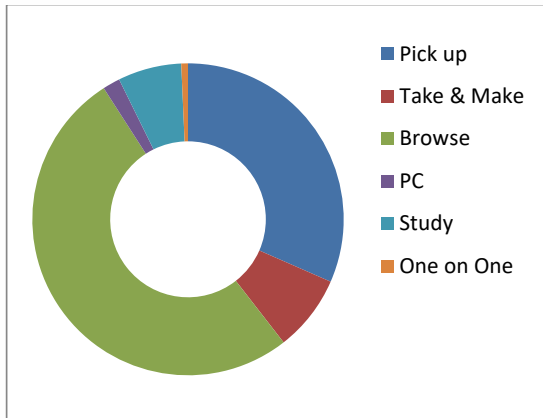
Trustee Action: Share with families and students

Thursday, May 20 at 6 pm

Examine the history of wedding food traditions, such as the groom cake and more with food historian Sarah Wassbergh Johnson.

Trustee Action: Share, register, and attend.

March Trustee Dashboard



February

Pick up	454
Take & Make	114
Browse	740
PC	26
Study	95
One on One	10

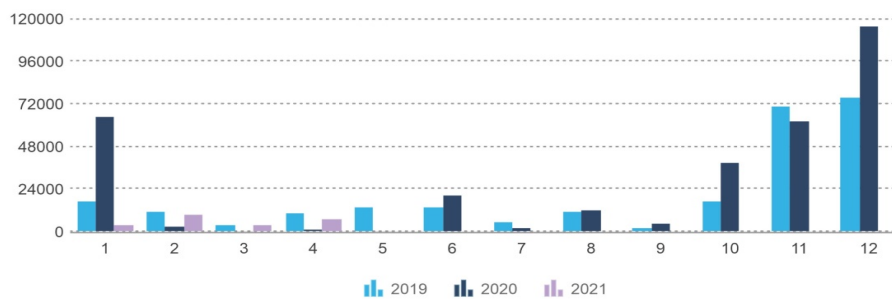
March

Pick Up	553
Take & Make	113
Browse	913
PC	36
Study	155
One on One	20

DONATION HISTORY CYCLE

Past 3 Years

10:21 AM



	March 2020	March 2021
New Donors YTD	0	1
Gifts \$500+	0	1