

Starr Library Board of Trustee Meeting
May 26, 2020

Minutes

Trustees Present: George Baker, Ronnie Citron-Fink, Shea Dean, Paul Higgins, Jill Horn, David Lavallee, Al Ragucci, Lisa Reticker, Karen Unger, Donna Warner, and Director Stephen Cook

Friends Representative: Stephen Frost

- I. Meeting called to order by President Al Ragucci at 5:32 P.M. *This meeting was held via Zoom due to the coronavirus pandemic.*
- II. **Secretary's Report:** Minutes of April 2020 meeting reviewed. Motion to accept: Paul, George 2nd. Passed unanimously.
- III. **Treasurer's Report:** March 2020 report reviewed. Motion to accept: Karen. 2nd Jill. Passed unanimously.

David said that our expenses are down \$3000-\$4000 a month. He mentioned that the \$100,000 bequest made up for the recent losses in the endowment's stock holdings. David said that he wanted to look at the endowment portfolio and rebalance it – make it less aggressive -- once the economy is more stable. He said Mike would reduce his fee by about a third to continue managing the endowment and that we'd also look at Vanguard. He told trustees to recommend any other financial managers they'd like him to consider.

IV. Director's Report:

Stephen said they have gotten all but final clearance from State to reopen as per New York Forward. He said that they are ready to reopen for curbside service only (Phase 1) on Monday, June 1. He said that he'd been training staff on safety requirements and preparing the building for the public. He suggested that they would try to be open Monday through Friday 10am-3pm for curbside pickup and dropoff service until it's safe to open the building for patrons (Phase 2).

Stephen mentioned that he ordered plain paper bags in which to leave books for patrons. Books will be returned through the book drop and then set out for 72 hours on tables before reshelving. Stephen reported that he is getting a 10 percent discount on books purchased from and distributed by Oblong, down from 30 percent. The difference is due to the increased work that Oblong is now putting into distribution.

Lisa raised the issue of paying the staff indefinitely during the pandemic. Stephen said that almost everyone on staff is continuing to work from home on various projects. It was agreed that everyone would stay on the payroll as some of the part-time desk workers have very few hours anyway.

Donna asked about how the library is going to communicate to the public its new policies re resting/cleaning books and curbside service. Stephen talked about how he and Brooke are crafting the policies for posting by Nan on the Starr newsletter and through social media.

Stephen said he would send all of his policies to Bill Dowden for review so that Starr can be sure that the insurance will cover any liability related to being open during the pandemic.

V. **Friends Report:** Stephen said they're trying to figure out when to hold the next book sale. "Hopefully July."

VI. **Claims and warrants:** Motion to accept: Jill, 2nd Ronnie. Passed unanimously.

VII. **Committee Reports:**

Last week Al sent out committee assignments. He encouraged committees to meet via Zoom and discuss their goals. The board previously agreed that the committees would meet more regularly / formally, including having meeting reports. Donna mentioned that John Rossi, chair of the village grant committee, told her about a Covid-related grant that the library could have applied to, and that although that one didn't work, we should keep an eye out for grants. Grant suggestions should go to Stephen, who said that he would like help with grantwriting.

- a. **Buildings and Grounds:** George talked about his communication with the Conway School graduate students who are doing a site analysis for Thompson Mazzarella Park. He sent board members a description of his ideas for the park. He said Robert Eastman was receptive and are willing to have a meeting with Starr trustees separate from the public meetings. Al suggested that everyone weigh in on George's proposals about the park by June 3.
- b. **Long Range Planning Committee.** Donna suggested that we rethink the LRP process going forward. How do we transition from Starr Reimagined to something else? What does the Covid-19 experience mean for the library and its role in the community? Will the building expansion / renovation project go forward? Donna wants to form a more formal LRP group. Al asked that people who are interested in joining the committee email him within the next week. Donna thinks we should look at unfinished business -- such as how to serve different groups of patrons -- and also come to some consensus about what we should do about the expansion project. Stephen said that Paul Mays has agreed to have a Zoom call with the board soon to tell us about where things stand, including details about the stakeholder meetings. David suggested taking advantage of the closure of the library during the pandemic to make cosmetic improvements to the downstairs space (more windows, better ventilation). Karen asked whether there might be FEMA funding for some of this work -- that improving ventilation and expanding space are both public health upgrades.
- c. **Nominating committee.** Lisa summarized the results of the two surveys about library boards that trustees, plus Stephen Frost and Stephen Cook, filled out. She said that people generally felt that meetings are well run and that David does a good job with the finances. Lisa said there was a need to tie fundraising to a strategic plan. She talked about having people "represent" the library in other community groups. She said everyone on the board should be a Friend of the Library. Possible next steps for the committee include orienting

new trustees, developing a pool of potential board candidates, making sure to figure out what skills nominees say they will bring to the library board, and determining what skills the board needs. Al told members to send their questions for prospective board member Kathryn Melo to George, chair of the nominating committee. The committee would then interview the her and then report back to the full board.

VIII. **Old Business**

None

IX. **New Business**

Stephen asked us to pass a motion to approve the reopening of the library subject to New York State health recommendations. Motion to accept: Karen, second George. Passed unanimously.

X. Motion to adjourn: 7:21 P.M. by Jill, 2nd Ronnie. Passed unanimously.

Next Meeting Monday, June 29, 2020 5:30pm

Submitted by Shea Dean