

**Starr Library Board of Trustee Meeting**  
January 25, 2021

Minutes

**Trustees Present:** George Baker, David Lavallee, Shea Dean, Al Ragucci, Ronnie Citron-Fink, Lisa Reticker, Donna Warner, Martha Gershun, Karen Unger, Kat Melo, Craig Oleszewski and Director Stephen Cook

**Friends Representative:** Stephen Frost

- I. Meeting called to order by President Al Ragucci at 5:34 P.M. *This meeting was held via Zoom due to the coronavirus pandemic.*
- II. **Secretary's Report:** Minutes of December meeting reviewed. Motion to accept: Karen. George 2<sup>nd</sup>. Passed unanimously.
- III. **Treasurer's Report:** David Lavallee reported that the library has received almost \$50K from the annual appeal letter. He went over the end-of-the-year summary. He reported that we were close to our budget projections in 2020, ending with a surplus of a little over \$100K. He reported that, though it is now invested more conservatively than it was previously, the endowment continues to grow, and now stands around \$1.5M. He also reviewed a 5-year projection income / expense spreadsheet he created.

Motion to accept treasurer's report: Karen. Donna 2<sup>nd</sup>. Passed unanimously.

- IV. **Director's Report:** Stephen was asked by CPA to conduct a financial review of the library. Stephen said it has been a decade since the library has done a full audit. He suggested doing the audit in light of possible 414 vote.

Motion to do a complete audit: Karen. 2nd Donna. Passed unanimously.

He reported that the library is lobby service only, but that the library is still moving a lot of items; people are coming to pick up their items. He said that there is an A-frame display of new books for adults and kids, DVDs, puzzles and other items.

- V. **Friends Report:** Stephen Frost said that the Friends are planning a Zoom meeting in February to plan possible book sales.

- VI. **Claims and warrants:** Motion to approve: Lisa. Second, Ronnie. Passed unanimously.

**VII. Committee Reports:**

- a. **Long-Range Planning Committee.** Donna noted that Brookmeade built a pavilion that they call a community center that will be available to the public at certain times. This includes a 250-seat meeting space. The trustees are welcome to tour the space, as Donna has, on any Tuesday morning. Donna announced that our first community forum with Paul Mays is tomorrow. She also announced that she has completed a draft survey report that will be

posted on the Starr Website. She suggested that we return to the 5-year Long Range Plan in February after the community forums are done. She suggested that all board members read all the comments on the survey, and that we hold a special meeting -- like a virtual retreat -- to define our values (such as inclusion) – values that should guide our Long-Range Plan. She asked, “What’s the Starr brand?”

- b. **Buildings and Grounds:** George mentioned that signs had gone up around town to show where the library is. He also said that he and Stephen are looking for better lighting; they made some choices to match current and surrounding fixtures and have asked Paul Mays for pricing. He reported that he and Donna had met with Deputy Mayor Ric Lewit from the town about Starr’s place in Mazzarella Park. Lewit reported that the park committee is not active; he said that he would like to see another group take charge of the park. George will investigate.
- c. **Fundraising Committee:** Karen reported that the merged fundraising-financial committee met and put together a basic fundraising calendar, which was sent out to members. Stephen Frost included Friends events as placeholders, though these are not certain. The calendar also includes grant applications that are out; the 414 vote; and individual contributions. Karen said that Bard has applied for an NEA grant to run a Big Read project including local libraries. We will find out in April whether Bard gets the grant.

VIII. Correspondence – NONE.

IX. Motion to adjourn: 6:47 PM. by Al. Motion to accept, David; 2nd Craig. Passed unanimously.

Next Meeting Monday, February 22nd, 5:30 PM

Submitted by Shea Dean