

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Monday October 25, 2021, 5:30 PM

Trustees Present: David Lavallee, Shea Dean, Donna Warner, Laura Selicaro, Kat Melo, Karen Unger, and Director Stephen Cook

Trustees Absent: Craig Oleszewski, Madhu Tadikonda

Friends Representative: Stephen Frost

I. Call to order and review of agenda

Board president David Lavallee called meeting to order at 5:33pm.

II. Secretary's Report-Minutes from September meeting

Motion to approve the minutes: Martha. Second, Donna. All approved.

Donna asked Stephen to craft a paragraph to post on the website and on Facebook honoring Nan Jackson's contributions to the library in her eight years as programmer / publicist. Stephen agreed to do this.

III. Treasurer's Report – attached

David noted that we were \$50K ahead this year, the money of which is going into our rollover account in M&T Bank.

IV. Director's Report – attached

Stephen said that with the tent being dismantled next week that we should put off the staff-trustee social till next Spring. He reported that the Little Free Library near the municipal parking lot is up and popular. He just refilled it with books today. He said that we have plans to put up two more LFL's using Dutchess County grant money. He reported that *Hudson Valley News* is running a story about the 414 vote crafted on a press release written by Shea. He reported that we got a \$1,000 donation from the Rotary club. In addition he reported that Katherine Koler (SP?) has been hired as a new part-time desk staff person. He requested \$18/hour for up to 6 hours per week. Motion by Donna; second Martha. Passed unanimously. He also reported that artists who have exhibitions here will be asked to run a program for the public in lieu of having to pay for an opening reception. Children's programmer Tara Foley is overseeing that new program.

V. Friends' Report

Stephen Frost reported that the Friends hosted one of its most lucrative book sales ever, netting \$6,958.75.

VI. Claims and Warrants-Motion to approve payments of claims and warrants
Motion to approve claims and warrants: Martha. Second, Donna. Approved unanimously.

VII. Standing Committee Reports – Attached

PR - We debated the idea about leafleting at the Farmers Market on Sunday. Donna agreed to call Gary Bassett for permission from the library to set up a table at the entrance.

LRP - Donna asked each committee to approve its goals and actions from the LRP and report back to her whether any changes need to be made.

Nominating - David said that he will talk to the three candidates to fill the open board seats this week, telling them about the need for training and committee work.

Personnel - David explained that we are pinning the director's evaluation to the job description. David explained that the comments would be provided to the director without attribution. Donna said that she felt that the comments should be given to Stephen with the names of who said what. Kat agreed. David said that in his experience the names were taken off when given to the director. This will go out, along with the board self-evaluation, next week and be due in a week after that.

B&G - Donna said that the committee met and went over all of the LRP actions and objectives (committee report attached). She mentioned that the proposal from B&G was to do a facelift to the community room, to make it a usable, attractive space for the next five years.

VIII. Correspondence

Stephen read a complimentary card from Friends / patrons that included a \$100 check.

IX. Old Business

A. Paul Mays meeting October 21 – recap and follow-up

Stephen reported that the LRP committee met with Paul Mays and his wife last week to see their most recent plans for the expansion. Laura and Martha agreed to cochair the new building committee (formerly LRP) to set a meeting date for committee members to go over the plans.

B. Committee structure, by-law revision update

David, head of the governance committee, worked with committee member Donna on clarifying the bylaws and the committee responsibilities. David reported that we may need to look at the committee structure as we have more committees than other libraries of similar size. Typically Starr has added committees as the need has arisen but rarely has gotten rid of old committees. David is asking members to look at committee responsibilities and suggest any changes to roles and responsibilities.

X. New Business

A. Search for adult programmer

Stephen suggested that he would like to advertise the new adult programmer position for 20 hours a week. The board debated the wisdom of going ahead with a hire without looking more holistically at the staff's current skills, desires, and responsibilities.

B. Use of lower level space for programming

B&G committee members Laura and Donna suggested getting professional design help to spruce up the lower-level space for programming. This would include asking the Friends to make adjustments in the way we use the space. She suggested that the Friends reduce their inventory to clear out the space; that we maintain the community room free of clutter during and after renovations. Donna suggested that Friends figure out a way to get rid of excess inventory. Laura and Craig agreed to oversee a plan to make the room more usable with a plan ready by December. Amendment to pay for at least two consultants to look over the space: Karen. Second: Shea. Passed unanimously. Motion to endorse a community room facelift with \$1,000 earmarked for consultants and a design by December Donna, Second Shea. Passed unanimously.

C. Board meeting dates (other than Monday)

Board agreed to move meetings from Mondays to Thursday.

D. Board and Director evaluation forms - will be distributed, completed and collected before the November board meeting.

XI. Reports of Ad Hoc Committees

A. Long-range Planning Committee

Donna went over the most recent LRP monitoring report and asked for board members to own items that are not currently assigned to a specific committee. Stephen Frost offered to help the PR committee come up with a David agreed to put this on Old Business at the next meeting.

Motion to adjourn: Karen. Second: Shea. Passed unanimously.

Next Meeting Date November 18, 5:30 PM