

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, November 18, 2021, 5:30 PM

**Trustees Present:** David Lavallee, Shea Dean, Donna Warner, Laura Selicaro, Kat Melo, Karen Unger (via Zoom), Craig Oleszewski, and Director Stephen Cook

**Trustees Absent:** Madhu Tadikonda

**Friends Representative:** Stephen Frost.

- I. Call to order and review of agenda
  - a. Board president David Lavallee called meeting to order at 5:37pm.
- II. Secretary's Report-Minutes from September meeting
  - a. Move to adopt the minutes, Craig. Second, Martha. Passed Unanimously.
- III. Treasurer's Report – attached
  - a. David mentioned that Madhu recently was appointed to a new interim executive position at his company, has been traveling a lot, and has requested that he not be treasurer for the next six months until a full replacement is found. It was decided to resolve this issue once 2 new board members are appointed next month.
  - b. David clarified that the Friends have given \$25,000 rather than \$800 this year as the records had previously reported. (The difference of \$24K was put in the wrong category and therefore hadn't been counted.)
  - c. David mentioned that we received a \$100K bequest from the Kay Verelli Trust. Karen said that the family has requested some kind of recognition – e.g., a plaque or reading nook. We agreed to send a thank you letter and decide soon how to honor her.
  - d. David said that he and Stephen had started going through the budget and making adjustments given the success of the 414 vote. He talked about adjusting the number for books and such in order to cover rising inflation. He noted that the endowment is now at \$1.6M, up from \$900K four years ago.
- IV. Director's Report – attached
  - a. Stephen mentioned that Governor Hochul amended the Open Meetings law to require that libraries post their minutes within two weeks of the meeting.
  - b. David clarified the rules for executive sessions – they are held in personnel and salary matters.
- V. Friends' Report

- a. Stephen reported that Friends voted at the last meeting to donate \$1,500 to Starr for downloadable e-books, which put the amount donated to the library from the Friends over \$25K. He reported that he was reelected as president of the Friends and that another book sale is coming up December 10-11.
- VI. Claims and Warrants-Motion to approve payments of claims and warrants
  - a. Motion to approve, Second Craig. Passed unanimously.
- VII. Standing Committee Reports – Attached
  - a. B&G - Donna reported lights were installed around the parking lot just before Daylight Savings at half of the original estimated cost. She said there's still a leak in the chimney because the designated contractor has not gotten to it yet. She said they would mow all the way to the property line. She mentioned that a large meeting space was the first priority in the needs survey done last year by all (board, staff, public), and so we would try to renovate part of the basement to serve as a large meeting space prior to any building expansion, which might be five years off. David suggested that the library agree not to take book donations after the December book sale until we figure out our timeline for the basement project. Motion to proceed with a community room "facelift": to allocate up to \$1,000 for two interior designers to consult on what might be done to improve the space and to earmark \$25K from the M&T account for the project, Donna. Second, Laura. Passed unanimously.
    - i. Stephen Cook suggested that the Board involve the Friends in this process as some of them are quite upset about the changes being proposed and how they will affect the book sales.
    - ii. Donna also noted that B&G committee members Laura and Craig would also look at ways to expand and improve our outdoor space, including getting an ADA consultant to improve accessibility in the new year.
  - b. Fundraising – Karen updated the board on the completion of the annual appeal letter. Notes will be written to donors at the Citizen level and up. Children's programmer Tara Foley will take charge of Starr's participation in the Big Read project, featuring Sandra Cisneros' *House on Mango Street*. Cisneros will do a talk at Bard on April 6 among other events. (The Big Read will involve four weeks of events in the area.)
- VIII. Correspondence
  - a. None.
- IX. Old Business
  - A. Long-range Planning Committee - Donna said that she would simplify the LRP document, featuring our forward-looking plans, so that we can post it on the website as the state requires. She noted that someone needs to take over the

building plan (nothing has been done since Paul Mays meeting on 10/21); governance also needs to look at board development policies (we need a protocol for new trustee orientation and a way to track whether all board members do at least one workshop per year), and bylaw review. *Many items need to be "claimed" by board members in 2022.*

B. Downstairs renovations (covered in the B&G committee report)

C. Search for adult programmer - Donna took over the chair so that David could express his opinion about whether we can hire a full-time programmer. He suggested that instead of hiring someone else for 18 hours (as Nan was scheduled for, though she often worked 22 hours), we hire someone for 25 hours. David suggested that we hire someone for 25 hours per week, hourly, but that we can't go above that due to financial restraints and space restraints. Donna suggested that we look into hiring different people to help with other important jobs like publicity and fundraising. A discussion ensued about how many hours are needed for a programmer and the space we have to offer such programs, and how the job will break down between programming work and publicity work. Motion to allow the personnel committee with Stephen to look at the question and bring a recommendation to the next meeting, Martha, Second Shea. Motion to hire a 25-hour-a-week programmer Donna, Second Craig. Motion passes.

X. New Business - None

Motion to adjourn Martha, Second Craig. Passed. 7:17pm.

David reopened meeting at 7:20pm.

Craig moves to move forward with the two nominees for the open board seats. Martha Second. Passed unanimously. Candidates will come to the next meeting, then step out of the room and we will officially vote them onto the board.

Motion to adjourn Craig. Second David. Passed unanimously.

Meeting adjourned at 7:40pm.

Next Meeting Date December 16, 5:30 PM