

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, January 27, 5:30 PM

Trustees Present: David Lavallee, Shea Dean, Donna Warner, Laura Selicaro, Eric Steinman, Andrew Schulkind, Karen Unger (via zoom), Craig Oleszewski, Madhu Tadikonda, and Director Stephen Cook, Assistant Director Brooke Stevens
Friends Representative (not present): Stephen Frost.

I. Call to order and review of agenda

II. Public Comment Period

Mary Olivera said that she felt that all Trustees should donate to the library. She also said that we should buy holiday wreaths at the library because the proceeds go to the library (often around \$1,000). She said there was an excellent program on January 8 by the artist who has his work on display. She urged trustees to attend programs.

III. Secretary's Report-Minutes from December meeting

Secretary (Shea Dean) asked if anyone had any comments or questions about the December minutes. There were no comments.

Motion to accept minutes, Craig. Second Madhu. Passed unanimously.

IV. Treasurer's Report – attached

David noted that we paid ahead fuel and insurance for the next year, which makes it look as if our finances for December are negative. He noted that our operating fund is \$173K. He said that we needed \$140K for upcoming expenditures, so we have an ample cushion to cover that. He said we have \$83K in the M&T account of which we plan to spend about \$23K for doors, and \$20-25K or so for the downstairs facelift. Another \$40K or so will go to pay for carpeting the main floor. David noted that our endowment has been doing "incredibly well," recently at \$1.73M, though down perhaps 6 percent after the recent market decline. He said that it's diversified, not as stock-heavy as it was previously.

Motion to accept Treasurer's Report: Craig. Second, Eric. Passed unanimously.

V. Director's Report – attached

- a. In addition Stephen said that the annual campaign had taken around in \$49K.
- b. He also read a letter that Maggie Pouncey, a new Rhinebeck resident and former Brooklyn bookstore owner, is working with Culture Connect (Rosie Rosenthal) and children's programmer Tara Foley to start a middle school virtual family book club. There was talk about the proposed author's fee (\$3000) being too high and debate on who would pay for it (contribute toward it). Stephen said that Starr may be able to kick in \$1K. There was talk about Oblong and Red Hook Library also being partners.

- c. Stephen presented our new charter, which we applied for last year and received. It is good for another five years.

VI. Friends' Report

- a. (read by Stephen Cook in Stephen Frost's absence.) The Friends took in \$5,500 at the December book sale. In January Friends gave \$1000 to the library for book purchases, \$1500 for downloadable ebooks, and \$500 to keep the water cooler filled. He also noted that there were changes to when book donations will be accepted to alleviate pressure on the staff and maintenance people. Books would now be received downstairs only: Sun 10am-1pm, Wednesday 10am-noon.

VII. Claims and Warrants – in the folder on the table.

David noted that three pairs of eyes look at all regular expenditures.

Motion to accept the claims and warrants: Martha; second Laura. Passed unanimously.

VIII. Standing Committee Reports – Attached

- a. None were submitted prior to the meeting.
- b. Craig noted that Foster Flooring and Northern Dutchess Hardwood were putting in quotes for the new flooring. Also that we have one bid for a new front door. Craig noted that the Rhinebeck Town Planning Committee is meeting this week about the new turf soccer fields being planned for the field across from the tennis courts. As a major civil engineering project, this would mean a lot of construction traffic going by Starr this summer.

IX. Correspondence

- a. No correspondence.

X. Executive Session for Personnel Matters

David calls an executive session and everyone leaves the room aside from the Trustees and Director Stephen Cook.

Craig moves to go out of executive session; Eric second. Unanimously passed.

XI. Old Business

- A. Long-range Planning Committee, near term to-do's
 - a. Martha picked out the items from Donna's LRP summary that are listed as "to-do"s for January and February. It was a long list. Martha and Shea agreed to oversee the monitoring report and its implementation.
 - b. David mentioned that we need to send out a patron satisfaction survey to guide our decisions about our priorities.
- B. Search for adult programmer
 - a. Brooke presented said that they had received 18 resumes for the adult programmer position, of which 3 stand out as meriting interviews. Brooke passed around the resumes of the best candidates. Stephen noted that the job is still posted on LinkedIn and Indeed.
- C. Report on downstairs "facelift"
 - a. David reported that the new schedule for receiving books will help keep the area clearer and relieve pressure on custodial staff. Laura reported that one of the designers we contacted

(Melissa Cohen) is now busy for the coming weeks, throwing some uncertainty into the schedule. The other person the committee decided to consult with is Paul Mays, who she suggested might do a facetime “walkthrough” of the downstairs space. David suggested that the consultants should be given clear parameters on the space to be renovated and our “wish list” of things we’d like to have done with it. The idea is that they would take notes during a walk through and come back with proposals and a budget. Stephen Cook reported that Stephen Frost wants to come to any walkthrough. Laura said that the trustees should send her lists of ideas for the renovation that she can pass on to the designers.

XII. New Business

A. Board Retreat, February 27, 1 PM

- a. It will be hosted by Shea or David and last till 4 or 5. TBD.

B. Trustee Orientation

- a. David proposed doing two or three meetings with all trustees. One with Stephen at the library to get acquainted with the facility and operations, and then another meeting for big picture concepts: trustee roles and responsibilities. Shea volunteered to look up the dates for the MHLS New Trustee orientations and bring those dates to the next meeting. David suggested doing the first session in February, March or April.

XIII. Adjournment

Movement to Adjourn: Craig. Second Martha. Passed unanimously.

Meeting adjourned at 6:45pm.

Next Meeting Date February 24, 5:30 PM