

Minutes from the March 24, 2022 Starr Library Board of Trustee Meeting

In attendance:

David Lavalley – *President*

Karen Unger – *Vice President*

Martha Gershun

Craig Oleszewski

Andrew Schulkind

Laura Selicaro

Stephen Frost – *President, Friends of Starr Library*

Stephen Cook – *Director*

(Minutes taken by Karen Unger substituting for Shea Dean)

Meeting Called to Order

1) No changes to the agenda

Unanimously passed.

2) Introductory Public Comment Period

Questions about routers—Stephen offered to discuss offline.

3) Secretary's report – David was asked to read prior minutes.

Recap:

What happens to trustees who disappear/term limits? David will provide reasons when occurs.

Board should govern, not manage.

Retreat-- Rebekkah or Casey will facilitate – review responsibilities.

Check came from the Town early

Use of Overdrive and other online materials increasing; CD and DVD usage reduced.

Library Advocacy Week

Drag Queen Story Hour

Friends Show at Montgomery Row Gallery on 3/26 Saturday 3-5

Craig – move parking for patrons with disabilities – all agreed.

Long Range Plan – Martha discussed next steps.

Craig and Laura accepted previous minutes.

Passed unanimously.

4) Treasurer's Report

David presented.

Budget beginning of the month \$4000 – expenses on average \$35,000 per month – looks good for the year.

Technology and equipment budget line will cover new routers.

Stephen Frost asked if Starr can use an interest bearing account; David said no as we would be charged a transaction fee and would cost us money.

Long-term account at M&T Bank is interest bearing.

Craig asked if typical? David said yes and gave an explanation.

Stephen Cook says Starr does not use credit cards in order to keep a paper trail.
David said that we keep a \$100,000 balance and we could invest it. Will be discussed at a Finance Meeting. Will look at others besides Wells Fargo.
Craig asked about invoicing. Stephen C. says pays in bunches but nothing is overdue. David says he does not mind signing checks and helpful that Dagmar explains the expenditures
David does not sign payroll checks; Dagmar doublechecks and ADP records.
David said this was a good discussion.
Craig and Martha accepted the Treasurer's Report.
Unanimously passed.

5) Directors Report

Brooke and Stephen attended a Zoom conference with Sue Serino for Library Advocacy Day and met with Kevin Cahill's aide on Zoom – arranged by MHLS.
Door replacement would be \$23,000 with power assist and will create easier access Craig pointed out cannot wait until broken to replace.
Pottenburgh Brothers coming on Saturday at 10:15 for a walk through for a chimney and ceiling leak. Stephen not available so David will meet them.
Mentioned Drag Queen Story Hour and thanked those who came. Only a few comments; Tara was ill, so there was no activity but kids stayed and played. Another activity happened today – Steam Club – run by Bard College students.
There is a strong candidate for a weekend and evening front desk person--had applied for the programmer position and is a recent resident of the area with an MLS degree.
Another person stopped in for the custodial position and seems very qualified.
Stephen will pursue offering positions.
Stephen needs to train on software which can be complicated.
Katie, another part-time person, is being trained
Needs to replace Dagmar and bookkeeping function.
Resident came to see Stephen and closed the door and had a lengthy meeting saying they were unhappy with the library and pulling a six-figure bequest from their will. Stephen said this second person who spoke with him about rescinding a bequest.
David said this was raised at the last Friends Meeting
Stephen C asked Karen what she would do and she said she would reach out—listen, validate concerns and clear up misinformation and continue to follow up. Martha agreed.
Stephen said he is hearing dissatisfaction with the changes happening at the library.
Craig emphasized we are a community organization for all community members, not a few.
Andrew said we should engage, follow up and listen.
Martha added out of respect for the support the library has been given in the past, we should learn more and ask them to clarify their views.
David said some information is confidential, so what we can share may not satisfy people.
Andrew asked that we make a plan to reach out.
Craig said the PR committee is discussing what message we are transmitting to public and how we can be the best resource for Rhinebeck community.
Andrew said he has received some calls as well and we need to communicate the positive things we are doing.
David offered as President, he would reach out privately, ask for a face-to face meeting, perhaps over coffee.

David and Karen will reach out to the two individuals.

Karen required about a bequest and said we should follow up with the attorney. Stephen said he would when Dagmar was back in the office.

6) Friends Report

Stephen Frost spoke about the art show at the Gallery at Montgomery Row, which has agreed to extend the show.

7) Claims and Warrants

Stephen Frost had a question about designers being paid. Laura and David said they get paid for their plans and the committee needs to discuss proposals. Laura will schedule a meeting.

Craig asked about Hoopla charges. We get a monthly bill. Stephen said charged per use. MHLS indexes Hoopla.

Craig asked about Overdrive. Stephen said MHLS coordinates and we should increase our Overdrive budget.

Craig asked about electronic media. DVDs will eventually be moved into a not-so-prominent space; e-books are expensive as are audio books but demand is growing.

Craig said we need to be aware of how those sectors are growing.

David said this is why need more programming to get people into the library since people can download materials at home.

Motion to accept the Claims and Warrants. Craig and Andrew and passed unanimously.

8) Committee Reports

PR Committee: Setting up Google Suite for Trustees and staff to share.

A request was made for program data to be added to monthly reports. Tara will complete for children and youth programming; Brooke to take care of the standing programs.

Laura asked who is handling Facebook and social media? Rowan does, also Instagram, fliers, all PR and social media. Stephen said she is an excellent graphic designer and does much better than neighboring libraries on flyers and our website.

B&G Committee: Craig and Laura asked about the bench donation. David suggested this was a B&G committee conversation and they can decide. A motion passed and all agreed B&G can decide on the bench.

Craig spoke about the accessibility of the parking lot and moving forward.

Laura said the committee looked at May's plans and committee members will send their top five priorities to Laura.

Craig asked if all reports and deliverables been received from Mays? Committee needs access to the Mays reports. Is the contract completed?

Laura would like to see a list of deliverables; Stephen and Dagmar will check the bills.

Martha said she remembers this being discussed and some things were not delivered but services not in the contract were so the contract is completed.

No more committee reports.

9) Correspondence – thank you letter received.

10) Long-range plan – Martha and Shea have met and Martha will circulate a revised draft for comment at the next meeting.

11) Search for adult programmer has been postponed.

12) Board retreat. We will wait until we can have a facilitator for some parts of the retreat. Karen emailed Rebekkah and Casey requesting assistance. David suggested having an unstructured get-to-know-each-other session to address Laura's concern about Board members learning more about each other.

Stephen says get Rebekkah for the retreat as Rebekkah is the gold standard.

Trustees will need two hours of Professional Development per year and sexual harassment training. If have been trained, one can submit from your organization.

Stephen is the compliance officer.

13) Craig said the orientation session was very useful as was meeting staff. Laura agreed.

14) Public Comment

Re Craig's comments. A community member mentioned we are an association library, so we need to ask for money from the community and build synergy and community support. Craig said his comment was not meant to be negative but his hope was people would donate out of love and adoration for Starr and what it means to the community. He thinks there are rumors and bad impressions that are not true so withholding a bequest is unfortunate

Another comment was made about books sales – are they being cancelled? We said not. Suggestion made to build an extension to store books, maybe an attached shed?

Meeting adjourned—Martha, Craig – unanimously passed.