

**STARR LIBRARY BOARD OF TRUSTEES**

**68 WEST MARKET STREET**

**RHINEBECK, NY 12572**

**NOTICE OF MEETING    Thursday, June 23, 5:30 PM**

**Trustees Present:** David Lavallee, Shea Dean, Laura Selicaro, Andrew Schulkind (by Zoom), Karen Unger, Craig Oleszewski, Eric Steinman, Assistant Director Brooke Stevens, and Director-Designate Jaclyn Savolainen

**Friends Representative:** Stephen Frost.

**I.        Call to order and review of agenda**

**II.       Public Comment Period**

No comments.

**III.      Secretary's Report-Minutes from May meeting**

We discussed updating our policies (putting them in writing) to be in line with MHLS standards. Move to accept the minutes: Martha. Second. Karen. Passed unanimously.

**IV.      Treasurer's Report**

Craig said that he is using Google Sheets rather than Excel for Treasurer's report, and that as new treasurer he has taken a webinar on his new duties. He said he hoped to post the reports on the shared Google Drive that we hope to establish soon, with Andrew's help. He said that the numbers for this month are in line with the predictable expenses.

Motion to accept treasurer's report: Karen. Second: Eric. Passed unanimously.

**V.       Director's Report – attached**

Brooke went through Stephen Cook's report. She said that 500 pounds of materials are outside for the story walk and that she has been working with Gretchen Lyttle to figure out where to place them along the path around the town park. Karen suggested adding a braille or audio component, using some of the American Rescue Plan money that we got for the Charlie Cart that we didn't end up buying. Brooke said she would look into this.

**VI.      Friends' Report**

Stephen announced that they raised \$6,045 from last weekend's book sale. He said that they are hosting a party for the Starr retirees on June 30 from 3 to 5pm.

**VII.     Claims and Warrants-Motion to approve payments of claims and warrants**

Motion to accept: Karen. Second, Martha. Passed unanimously.

VIII. Standing Committee Reports –

- a. No B&G meeting / report
- b. Karen has been added to the Finance Committee. Craig proposed meeting July 14.
- c. PR – Shea discussed a meeting in which the PR Committee discussed with Jaclyn ways to increase Starr’s publicity reach, including a monthly event calendar given out at the circulation desk and special event posters put up around town in village businesses that have bulletin boards, including Samuels and Oblong. We discussed the need to re-establish the practice of highlighting one event per week in a targeted email to increase participation without overloading people’s inboxes. We also discussed the need for a clearer process of writing, editing, and proofreading all library materials directed to the public.
- d. Fundraising – Martha and Karen have been exploring grant possibilities but wanted to wait for Jaclyn to acclimate to her role before presenting them to her. Karen said there is a climate action grant potentially available. She also said that someone on staff needed to call Dutchess County to amend our grant. We discussed the status of the staff’s brainstorming about how to use the money that we’d previously received for the Charlie Cart. Some suggestions included adding an audio component (via QR code) to the Story Walk. Brooke agreed to call the county to see if they could be more lenient with their final deadline of photographing the received grant items as many things are backordered and suppliers can’t guarantee that they’d be received by the August deadline. Karen said that Jaclyn needed the login info for the Dyson Foundation award that we got.
- e. Personnel – David said that Stephen said that we would need to do more work to find replacement cleaners.
- f. Nominating – The committee now consists of board members David, Martha and Shea. We discussed whether to remain a 9-member board or go back to the 11 members that we were before, the size that is specified in our charter. Karen noted that most boards of libraries our size are much smaller than ours, including Red Hook’s. Shea noted that with the number of committees we have – also more than most boards – it is hard to get enough people to fill them with fewer board members.
- g. Governance – David said that the committee would be meeting to go over the amended bylaws. David reported that he’d sent out the bylaws for comments from everyone on the board to be considered at the governance committee’s next meeting.

IX. Ad Hoc Committee Reports –

- a. No Report from Long Range Planning or from basement Facelift group.

X. Correspondence

- a. None

X. Old Business

- A. Board Retreat – Karen agreed to set the agenda (gather questions from board members) for an initial informal meeting this summer with Rebeka Smith Aldrich. Rebeka strongly recommended that we have an external facilitator oversee the board retreat.

Motion to authorize Karen to organize an agenda for an “Ask Rebecca” session: Karen. Second Laura. Passed unanimously.

## XII. New Business

- A. David proposed a motion to authorize Director to hire PT personnel (<20 hours weekly), as needed, within approved budget. Second Craig. Passed unanimously.
- B. Updating and aligning by-laws – discussion to inform governance committee. Done during committee reports.
- C. Guidance for nominating committee – replace one only or search for three? David said he would ask Rebekka about whether we need to have 11 board members because it's on our charter. Jaclyn suggested asking Rebekka for her recommendations.
- D. Stephen Frost suggested forming a committee to meet with the Friends to determine a new way of working together before altering the bylaws in ways that affect the Friends. David agreed to do that.

## XIII. Public Comment Period

Mary Olivera said not to forget the Mary Miller society. She also said that there was a program in the basement on the Thursday night before the book sale. She said this might not be a good idea in terms of the use of the space. She also said that there's a Saturday program scheduled during the next sale that might need to be moved to a different space or rescheduled.

Dagmar's husband suggested that there may be an "explosion of IT problems" in the wake of Stephen's departure. He said that to his knowledge there may not be great documentation about how things work. Brooke said that everything was written down and that Stephen had gone over it with her; Peter Bertram had mapped the network. Karen also suggested that the Learn Play Grow grant may be used for tech.

## XIV. Adjournment

Motion to adjourn Karen. Second Craig. Passed unanimously.

Next Meeting Date July 28, 5:30 PM