

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, August 25, 5:30 PM

Trustees Present: David Lavallee, Shea Dean, Laura Selicaró, Andrew Schulkind, Karen Unger, Craig Oleszewski, Eric Steinman, Martha Gershun, and Director Jaclyn Savolainen

Friends Representative: Stephen Frost.

I. Call to order and review of agenda

David added an executive session to the agenda.

II. Public Comment Period – No comments

III. Secretary's Report-Minutes from June meeting

- a. Shea asked if there were any questions about the June minutes. There weren't any.
- b. We discussed the requirements for public disclosure. We agreed (Shea and Jaclyn) to review what materials must be posted prior to meetings (e.g., agenda, Treasurer Report, committee reports and director's report), and how soon after meetings the minutes have to be posted.
- c. Motion to accept minutes: Karen. Second: Craig. Passed unanimously.

IV. Treasurer's Report – attached

- a. Craig discussed the new cleaning service and other outlays of money including repointing of chimney and basement painting, which came in within the budget that the board previously approved. We are still waiting to have the carpentry done and the shades installed in basement. David said that it's been very slow to get a carpenter here to work on the closets and that if anyone knows a handyman, to pass on their name.
- b. Motion to accept treasurer's report: Eric. Second: Andrew. Passed unanimously.

V. Director's Report – attached

- Jaclyn asked to change the calendar to have the library closed on December 26, a federal holiday since Christmas is on Sunday. She noted that other MHLS libraries have made this change. Motion to accept closure of the library on Dec 26: Craig. Second, David. Passed unanimously.
- Jaclyn announced that local resident Debbie Hecht started this week as a part-time librarian to fill in for a sick employee.
- She said that the painter would come back soon to give us an estimate to change the finish on the doors and windowsills to semigloss to hide fingerprints and the like.
- Storywalk: She reported that she attended the town board meeting to present the Storywalk idea and was "not met with excitement." She reported that they were surprised that the library bought these materials without first getting site approval for the use of town land. She said she and other staff were

looking into concentrating the story walk around the playground area (Rec Park). She would meet with the park committee to discuss this and then they would make a recommendation whether to accept it. She said that if this didn't work, she had backup ideas.

- Climate Smart Rhinebeck: Jaclyn further reported that the library has been meeting with Climate Smart Rhinebeck to collaborate on three Climate events Sept 17-25.
- Passion Project Collaboration: She also said that she had spoken with Sarah Wheeler, a Rhinebeck high school English teacher, to bring students into the library with their "passion project" ideas and that the librarians would try to match them with mentors from the community to help them research these ideas.
- Rec Camp: She said that 40 kids from the Rec Camp had been coming in every day for an hour.
- Community Outreach: She said that she had met with the Rotary Club, the Winnakee Land Trust, the school and other community partners.
- Teen Space: She also is working to transform the northwest corner of the library for teens, with a laptop bar and more comfortable furnishings. There would be signage to say that it was reserved for teens on weekdays from 3pm to close. She said that she'd asked the school for extra textbooks to have in that section for reference. She has heard from teens that they'd like the library done on Sundays; a teen advisory board will be convened once school starts.

VI. Friends' Report

Stephen Frost reported that \$5670 was made at the August book sale. He said that there is a strong appetite for book sales and for donating books.

VII. Claims and Warrants-Motion to approve payments of claims and warrants: Craig. Second: Karen. Passed unanimously.

VIII. Standing Committee Reports

- a. PR – Shea said the committee hadn't met this summer but that they would meet soon to work on making use of the Google Suite that Andrew set up.
- b. Nominating – Karen reported that the board is currently at 8 members and that 9 would be a good size. She said that in terms of recruiting, we wanted to find people who represent communities that perhaps haven't been represented on the library board – Rhinebeck Responds? Community groups? People who are active, collaborative, congenial. Martha has been tasked with characterizing what we are looking for in board members and asked us to contribute what we value about being on the board.
- c. Personnel – Martha reported that Tara has left for a new job and that Jaclyn has proposed that Michelle take on a full-time job with the title Program Director and Adult Services Librarian. David said we would meet in executive session to discuss salary. Jaclyn explained that the program director role would be half devoted to creating the vision for all programming, and the other half to serving as a reference librarian, answering reference questions and computer questions and making reading recommendations. She said that Michelle had already brought a lot to the library in a half-time capacity, gets along great with the staff and patrons, and is eager to go even deeper in a full-time capacity.

IX. Ad Hoc Committee Reports – None.

IX. Correspondence – Jaclyn said the library had received donations from California in memory of Martha Levsky, whose husband lives in Rhinecliff.

X. Old Business - Bylaw review.

A. Motion on recommendation from nominating committee - Karen moved to change the bylaws to state that the board has nine members; second Eric. Passed unanimously.

B. Motion to allow members to miss more than three consecutive meetings with prior written approval of the board president, and not be automatically removed from the board: Martha, second Laura. Passed unanimously.

C. Motion to add language in the bylaws to recognize the staff bookkeeper's work on preparing treasurer's report: Karen. Second Eric. Passed unanimously.

D. Motion to add language to the bylaws to accept the director's participation as an ex officio member of all committees except when personnel committee when it deliberates on his or her evaluation or compensation. Martha. Second Karen. Passed unanimously.

E. Motion to add language to say that board members' terms should be staggered: Motion Martha, Second Andrew. Passed unanimously.

F. Motion to amend governance committee language to include expectation that the committee tracks trustees' fulfillment of their duties including training. Karen, second Craig. Passed unanimously.

G. Motion to accept language that ex officio members can be invited to participate in executive session Karen, second Craig. Passed unanimously.

H. Motion to be able to withdraw money from endowment fund only under extraordinary circumstances and only with a 2/3 majority of trustees currently serving on the board, not a simple majority Karen. Second Andrew. Passed unanimously.

* Break out for Executive Session to discuss salary package for Michelle Montalbano. *

Return to public meeting: David reported that we voted for a compensation package for Michelle, who is becoming the full time Programmer and Adult Services Librarian.

XIII. Public Comment Period

Kathy Golden wondered why finance committee hasn't met. Craig noted that he had to go out of town but would convene a meeting soon. She also wondered about the board retreat, why it hadn't happened. David noted that we'd be meeting on Sept 8 with Rebekkah Smith Aldrich. She also wondered about what's going on about replacing the front doors, moving the handicapped spots to make them easier for people to navigate on wheelchairs, and resurfacing the lot to make the library more accessible. Board members noted that these issues are being addressed.

XIV. Adjournment

Motion to adjourn: Martha. Second Craig.

Next Meeting Date: September 29, 5:30pm (Note: this is the 5th Thursday of the month).

