

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Wednesday, December 21, 5:30 PM

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

Trustees Absent: Karen Unger.

Friends Representative: Stephen Frost.

I. Call to order and review of agenda

[Jaclyn Savolainen](#) introduced the board members present to the folder full of materials she provided about the budget. David called the meeting to order at 5:39pm.

II. Public Comment Period

No comments.

III. Secretary's Report-Minutes from October meeting

[Shea Dean](#) noted that she made a number of corrections to the October minutes based on Jaclyn's feedback. These changes are now reflected in the minutes posted on the website. Motion to accept the minutes: Martha. Second, Laura. Passed unanimously.

IV. Treasurer's Report – attached

[Craig Oleszewski](#) read through his report, previously emailed to members in advance of the meeting. His main points were as follows:

- Values are reported through November, 2022 with a benchmark of 91.666% of proposed budget.
- Friends' donation amount is now adjusted to reflect all donations to date under account 4002 and are now more than 10% in excess of the projected budget amount.
- Jaclyn has worked with Trista to streamline the accounts to better reflect useful categories, especially in our income accounts.
- Current fund drive (annual appeal) is kicking in, already up to \$20,000 and while this is behind the annual projection, it's typical for this time of year. It's still feasible to reach our \$50,000 goal.
- Overall total income is ahead of proportional projection and should be expected to exceed the annual budget goal of \$468,500.
- Total payroll expense is slightly ahead of budgeted amount, but due largely to severance, addition of health insurance to compensation, and a clerical error in the original budget related to insurance expense (\$7,500 budgeted instead of \$27,500), our total expense is overshooting the proportional budget figure by over \$100,000.
- B&G maintenance/ garbage expenses overrun budgeted figures due to replacing custodial staff with a service. This reduces payroll and insurance but leads to greater expense in service. Overall this is a significant savings to the library.
- Insurance expense can be significantly reduced as proposed by the Director with minimal additional exposure for the library.
- Endowment draw is not reflected in income and represents about half of the budget shortfall.

V. Director's Report – attached

Book Bike: Jaclyn reported that our book bike arrived and is generating a lot of excitement. Rowan did the graphic design. It will be shared with other Dutchess County libraries.

Passion Project: She reported that 70 HS seniors attended a Passion Project event and mingled with 30 community members (“mavens”) to share ideas about their research projects.

Annual Appeal: She noted that PayPal donations to the library are up 200 percent over last year, and that many donors are electing to pay the fees associated with using the service. She noted that we are about \$2000 behind last year's appeal at this point.

Donor Management software: She noted that she met with three software company representatives and of the three recommended using Boomerang.

Proposed Gala: She suggested that we hold a gala on April 15 to celebrate the library's 160th birthday, and she estimated that it would net \$30K-\$40K based on 2012 figures. It would be a catered event held in the library and would include a silent auction. The larger purpose of the event would be to start planting seeds in the minds of donors that we have an expansion plan in the works.

Expansion plan: She said that she would be meeting with Paul and Lisa Mays on January 5 as a follow-up to the public presentation he did earlier in December.

Charter revision: She had a meeting with Rebekkah Smith Aldrich and others about merging the two existing corporations (Starr Institute and Starr Institute, Inc.) into one and changing the number of trustees from 11-15 to 9-11. The NYS Division of Library Development already drafted the required paperwork in 2018 that we will use. We will submit it in January to hopefully be approved by the NYS Board of Regents in March. In 2026, we would apply for an absolute charter and officially change the name to Starr Library.

Community engagement: Jaclyn reported that there has been a lot of community engagement over the past 2 months, between Sinterklaas, book sales, voting, community meetings and other programs. There's a lot of good will and growing enthusiasm for the library.

Teen space: Is a work in progress. There hasn't been a lot of interest in the teen advisory board, but she hopes it will pick up. Instead of waiting for a handyman to install a laptop bar, she plans to buy a couple of bar-height tables and chairs for the space out of the director's discretionary funds. 12th graders at the Passion Project event on Dec. wrote out “exit tickets” in which a huge majority expressed a desire for comfortable furniture and coffee.

Local books: Jaclyn said that the library planned to buy more books, especially YA titles, Spanish titles and local titles, from Oblong Books, and would put a sticker in the book indicating that it was purchased from Oblong.

Dagmar: Jaclyn applauded Dagmar's bookkeeping work at the library, and her advocacy in keeping costs down over the years.

Shed: She noted that the shed's installation date was delayed till December 29.

Requests of the Board: She requested to meet with the fundraising and governance committees ASAP, and to promote programs to school-age children, which have low attendance numbers. She also requested a 6-month review of her performance so far as director.

She said YTD circulation transactions are up 10 percent from last year.

Motions:

1. Andrew made a motion to commit to using Boomerang donor management software for three years. Second Craig. Passed unanimously.
2. Craig moved to change insurance companies, for a savings of about \$9K a year. Second Laura. Passed unanimously.
3. Craig moved to accept installation of Purple Air monitoring device as part of a Bard air quality monitoring project. Second, Laura. Passed unanimously.
4. Proposed holiday closures. Jaclyn passed out a list of proposed closures for 2023. Motion to accept Martha. Second, Eric. Passed unanimously.

- o Monday, January 2 New Year's Day Observed
 - o Monday, January 16 MLK Day
 - o Monday, February 20 Presidents' Day
 - o Monday, May 29 Memorial Day
 - o Monday, June 19 Juneteenth
 - o Tuesday, July 4 Independence Day
 - o Monday, September 4 Labor Day
 - o Thursday, November 23 Thanksgiving
 - o Friday, November 24 Native American
 - o Monday, December 25 Christmas
- o Library to stay open on Veterans Day but staff get a floating holiday to use by the end of 2023.

VI. Friends' Report

- a. Stephen Frost reported that the Friends raised \$5100 at a two-day book sale in early December, to bring the total to \$32000 for the year. Because the community room is getting more use, the Friends will be holding three instead of five book sales next year.

VII. Claims and Warrants-Presented to the board.

Craig moves to approve the claims and warrants. Second, Andrew. Passed unanimously.

VIII. Standing Committee Reports –

Nominating Committee: David reported that we had eight qualified applicants and that the committee interviewed half of them. They are proposing two of them as new trustees, both of whom were present. The first is Erin Humbaugh. Erin spoke about her experience working as a dance movement therapist and that many of her clients, including homeless in the city, used the library for many things. She expressed an interest in helping with fundraising and publicity. She expressed an interest in the teen space, the need for filling the gap between very young and older users. She noted that she is good at creative problem solving – meeting needs within financial and bureaucratic restraints.

The second candidate is Valerie Jacobs, who lives next door to the library. She is a lawyer who also is the secretary of the Metropolitan Oval Foundation board, which develops young soccer players – in particular building their skills as a means to access higher education scholarships. She notes that she's done a lot of governance work, helping the Metropolitan Oval Foundation comply with 501c3 rules. She also says she excels at finance. She expressed an interest in helping the library draw in a diverse group of participants and she praised recent moves to improve programming.

Jaclyn asked Erin and Valerie whether they'd heard about the expansion plans and what they thought of them. They both expressed enthusiasm for the idea and the need to generate excitement in the community for them.

The candidates left the room so that the board could vote on them.

Andrew made a motion to accept Erin Humbaugh as a new trustee. Second, Laura. Passed unanimously.

Craig made a motion to accept Valerie Jacob as a new trustee. Second, Eric. Passed unanimously.

Finance Committee: met to discuss the 2023 budget as laid out at this meeting.

Governance Committee: has not met, but Jaclyn reported that library policies as currently written do not meet state standards and that she would have to apply for a waiver. She did not see this as being a problem,

but she noted that, per a conversation with Rebekkah Smith-Aldrich (MHLS director), the governance committee should lay out employee policies as a first priority, followed by financial policies.

IX. Ad Hoc Committee Reports -

NONE

X. **Correspondence**

Jaclyn noted that the new cleaning service and Dowden Insurance both made generous holiday donations to the library. She also read aloud a holiday card to the library staff from Meredith Hovey.

She also noted that Rebekkah Smith Aldrich drafted a letter to the state legislature in support of a move to change the requirement for the number of signatures needed for a 414 vote from 10 percent of the last gubernatorial election to 25 signatures total, which was the policy during Covid. Jaclyn, along with other library directors, signed the letter, and the state legislature is supposed to take up the matter soon.

X. Old Business

- A. Paul Mays presentation - Several board members (Shea, Andrew, Laura) expressed concern that Mays' public presentation in December seemed identical to the presentations he did several years ago, during the community engagement zoom sessions in 2020, and was mostly focused on his work on other libraries. It was agreed that his designs for Starr would be a major topic of discussion at the next meeting.

XII. New Business

A. Changes in insurance - done

B. Donor Management Software - done

C. Budget Modifications Approval and Budget Modification Authorization Threshold - David said that there should be a policy in place that allows the director to shift funds within the budget (among categories such as personnel and maintenance) as long as the overall budget total that she is working with isn't altered. This has been done in the past. David said that while we haven't specifically allowed or disallowed this practice of shifting funds, he wants to codify this practice.

D. Policy revisions - will be addressed in January.

E. Anniversary Gala in April - Craig moved to have a social fundraising gathering in 2023. Second, Andrew. Passed unanimously. We discussed whether the board has the energy to recruit sponsors and get donations for the silent auction. Dagmar reported on the history of galas at Starr – that it was increasingly difficult to get merchants and others to donate, and that the galas petered out in 2015. Jaclyn noted that it's important to start meeting and building relationships with big donors to potentially contribute to the expansion. David said that he supports the gala idea, that people are eager to get out and socialize post-Covid. Martha added that it might be better to call the gathering a birthday celebration or party rather than a "gala," which suggests an opulent event. Drawing on his experience with the Rhinebeck Science Foundation, Andrew noted that ALL members of the board have to be involved, that it is a lot of work to plan a successful fundraiser. The time of year for this gathering has yet to be determined. Discussion to be continued...

F. Budget discussion: Jaclyn presented the budget for 2023, showing differences from 2022.

Board went into executive session to discuss the budget.

Executive session ended at 8:39pm. Public meeting continued.

Motion to accept the budget as presented with modifications made during executive session Eric. Second, Craig. Passed unanimously.

Jaclyn suggested taking the first \$5K of large donations not specifically earmarked for the endowment to be used for operating expenses, with the remainder going into the endowment. Motion to accept this change: Eric. Second. Craig. Passed unanimously.

XIV. Adjournment

Motion to adjourn: David. Second Laura. Passed unanimously.

Next Meeting Date January 26, 2023, 5:30 PM