

**STARR LIBRARY BOARD OF TRUSTEES**

**68 WEST MARKET STREET**

**RHINEBECK, NY 12572**

**NOTICE OF MEETING Thursday, October 27, 4:30 PM**

**Trustees Present:** David Lavallee, Shea Dean, Laura Selicaro, 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
- II. Public Comment Period
- III. Secretary's Report-Minutes from June meeting

Move to accept minutes, Craig. Second Karen. Passed unanimously.

- IV. Treasurer's Report – attached

Craig went over the treasurer's report.

1. We've reached 93% of our total projected income for the year. We're lagging in contributions from the Annual Campaign and contributions from the Friends.
2. Our overall expenses stand at 91% of the budgeted amount, when we would be at 75% for this month of the year. In part this is due to mid-year changes in payroll and insurance expenses that were not reflected in the original budget, but overall payroll expense is at 79%, just above the projection for the end of September. Starr is also spending a little less on books than anticipated at this point in the year.
3. We see some elevation in B&G Maintenance expense due to the fact that custodial work that was once a part of payroll is being paid out as a service.
4. Some of Starr's expenses like insurance are front-loaded in the year and have already been paid out and that contributes to the expense to date being as high as it is.
5. The endowment balance went down again, to about 1.3M from 1.4M last month, but Craig observes that much of what is invested generates a dividend that gets reinvested by purchasing more of the same shares in that fund. Those shares are now cheaper, so we are buying more of them, thus when conditions do recover, Starr will have an even stronger position.

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

- V. Director's Report – attached

Jaclyn reported on MHLS meeting.

- Feb 28 is Library Advocacy Day in Albany. She asked trustees to mark their calendars and try to go to meet with lawmakers.
- Mid-Hudson Delivery delivers 20K items a day to member libraries.

- By the end of the year 49 out of 66 MHLS libraries will be fine-free.
- Upper Hudson Library System is now sharing Overdrive titles with Mid-Hudson, tripling the number of titles that patrons have access to.
- 95 percent of MHLS libraries participated in the Big Giveback on Oct 15. Jacklyn delivered 6 big bags of coats as part of a coat drive; she is looking for a home for several bags of gloves, scarves and hats.

#### Community Outreach:

- Michelle attended the Parents of ENL night at RHS and signed up 8 families for library cards.
- Jaclyn staffed the Thriving in Rhinebeck event at the high school, distributing event calendars.
- Brooke and Katie had a table at the Farmers Market last weekend.
- Starr and Upstate collaborated on an outdoor film night.

#### Other news:

- Shed is ready to ordered.
- Programming has increased in attendance and # of programs has also increased.
- Jaclyn said she was at the library last night (Oct 26) for Nerds at Night game playing, a collaboration with MegaBrain Comics.
- Primrose Hill 7<sup>th</sup> and 8<sup>th</sup> graders visited the library and were amazed by the age of the library (150 years).

#### VI. Friends' Report

Friends had a book sale Oct 21-22 and raised \$5500. There were about 400 attendees. Next sale will take place Dec 9 and 10.

#### VII. Claims and Warrants

Motion to approve payments of claims and warrants Craig, Second Andrew. Approved unanimously.

#### VIII. Standing Committee Reports

FUNDRAISING: Karen reported that Jaclyn and team worked to complete the Annual Appeal letter. Jaclyn mentioned that the Library has donor management software but that it cannot be updated or connected to the internet because the company retired that product. The library has been using it offline since 2013. Jaclyn felt it is important that the library buy new, updated software as we are missing fundraising opportunities without it. Karen and Andrew recommended some programs to buy. Jaclyn and her team will look at the options and choose their favorite; she will report back in November about their choice and we'll discuss the cost.

Karen also suggested doing something for Giving Tuesday; Jaclyn said she'd send out the appeal letter digitally that day.

Karen had forwarded trustees info about 2021 construction grants; she noted that 14 MHLS libraries received grants, and that many of them receive money every year; they're plugged into the system. She strongly suggested that we begin applying for such grants. She recommended that Buildings and Grounds start creating a wish list of capital improvements with associated costs. Craig agreed to do this.

Jaclyn said she'd be working to get us set up for eRate - a federal program that would enable us to get fiber optic speed for the price we are getting phone and internet right now.

BUILDINGS AND GROUNDS – Eric reported that going forward the committee will be meeting on the 2<sup>nd</sup> Wednesday of the month at 6pm. The Shed was discussed; they also talked about getting a quote for the replacement of the automatic

opener of the new front doors; she's also getting a quote to get an automated opener for one of the bathroom doors. The B&G committee agreed that more thought needed to go into the outside space in general; the low stone benches near the picnic table outside are tripping hazards; Jaclyn put fluorescent tape on them. Jaclyn suggested getting benches for the front for people waiting for rides. Shea noted that we had previously discussed finding a bench style we like and encouraging donors to buy them for the library and get their name put on a plaque to indicate their gift, either in their own name or in memory of a loved one. Jaclyn said she had catalogs full of such benches and would figure out a good one (placement would also need to be discussed, especially in light of probable expansion.)

Jaclyn got two quotes to take down two dying crabapple trees, though she said it is not a rush.

GOVERNANCE – Governance hasn't met yet but David reported that Martha has agreed to keep track of trustee training sessions (required by law) and that we have begun the process of updating and expanding our policies to reflect best practices as laid out by the NYLA / MHLS. Jaclyn will meet with Rebekkah Smith Aldrich on November 8 to get her advice on how to begin codifying our policies.

PERSONNEL – David reported that there was no need to meet right now, but Jaclyn said that she'd like to meet with the Personnel committee at some point anyway.

NOMINATING – David reported that the committee received 8 qualified applications and chose 4 of them to interview. They will be doing those interviews on the 2<sup>nd</sup> and 8<sup>th</sup> of November. By the November meeting they will have their recommendations for two new board members.

IX. Ad Hoc Committee Reports

NONE

X. Correspondence

**Jaclyn said there was no noteworthy correspondence.**

XI. Old Business

- A. Possible Charter Revision – Jaclyn met with Ellen Bach, the library's attorney, about changing our charter to specify that we have 9 rather than 11 trustees. Together they decided that we should apply for an amendment to the charter to change this, rather than wait till the current charter expires in 2026 as it's generally frowned on to leave board seats empty. Jaclyn found out that we should wait till we have the new trustees settled – for a total of 9 trustees -- prior to applying for an amendment.
- B. Motion to have Jaclyn start the process of having an amendment to the charter, and that we would change the bylaws and do the name merger (Rhinebeck Community Center and Starr Institute) as well: Martha. Second, Karen. Passed unanimously.

XII. New Business

- A. Trustee Emeritus Designation – We discussed the idea of recognizing trustees who put a lot of energy into the board as "trustees emeritus." Craig noted that this would be a way of maintaining ties with and recognizing people who know the library well and would consider it an honor to serve in some capacity outside board membership. Andrew said that it was important to figure out what roles and responsibilities are involved before naming people as trustees emeritus, as a title with no role could be dispiriting for them. Nominating Committee will nominate former trustees for this designation. Motion to create a trustee emeritus Craig. Second, Karen. Passed unanimously.

XIII. Executive Session (if needed)

NOT NEEDED.

XIV. Public Comment Period

Kathy Golden asked about there being two trustee openings rather than the previously described one; Shea explained that she would be stepping off the board at the end of the year, and that her spot would need to be filled along with Madhu's.

Julie Zito noted that the work on making the building more accessible to people with disabilities is good, especially the proposal for a bench outside.

Jaclyn said that a woman with an oxygen tank fell today in front of the library but refused an offer for an ambulance. She was helped and able to go home.

XV. Adjournment

Motion to adjourn, Karen. Second Craig. Passed unanimously.

Meeting adjourned at 6:47pm

Next Meeting Date: Dec 1, 5:30pm.