

February 2023 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, February 23, 5:30 PM

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Secretary's Report-Minutes from January meeting
- IV. Treasurer's Report
- V. Director's Report
- VI. Friends' Report
- VII. Claims and Warrants-Motion to approve payments of claims and warrants
- VIII. Standing Committee Reports
- IX. Ad Hoc Committee Reports
- IX. **Correspondence**
- X. Executive Session (if needed)
- XI. Old Business

A. Expansion Discussion

B. Planning for events

XI. New Business

A. Annual Report

XIII. Public Comment Period

XIV. Adjournment

Next Meeting Date March 23, 2023, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, January 26, 2023 5:30 PM

Trustees Present: David Lavallee, Valerie Jacob, Erin Humbaugh, Laura Selicare, Andrew Schulkind and Craig Oleszewski, and Director Jaclyn Savolainen.

Trustees Absent: Eric Steinman.

Friends Representative: Cathy Reinis, Secretary of the Friends

- I. Call to order and review of agenda: David called the meeting to order at 5:30pm.
- II. Public Comment Period No comments.
- III. Secretary's Report-Minutes from November meeting: [David Lavallee](#) noted that a number of corrections to the November minutes based on Jaclyn's feedback. These changes are now reflected in the minutes posted on the website. A motion was made to approve the minutes, which motion was seconded and passed unanimously.
- IV. Treasurer's Report – attached
[Craig Oleszewski](#) read through his report, previously provided to members in advance of the meeting. His main points were as follows:
 - Overall total income exceeded the annual budget goal of \$468,500 with overall final income being \$475,604, an increase of approximately \$7,000 of the budget due to a number of items, including a generous contribution by the Friends of Starr and additional income from state, county and local sources, as well as generous individual contributions
 - Ordinary operating expenses were over budget by approximately \$107,000 due to, among other items, the prior discussed increase in payroll expense as a result of leadership changes which were approved by the Trustees during the year, and insurance expense as previously disclosed.
 - A discussion ensued among the Trustees and the Director on the foregoing report. All questions asked were appropriately answered.
- V. Director's Report
Jaclyn Savolainen then provided her Director's report which had been previously provided to the Trustees prior to the meeting. Topics addressed included the status of the following, all of which topics were addressed in Jaclyn's report:

community outreach initiatives

fundraising

the timing of updating certain policies

the significant increase in program attendance, highlighting the number of non-for-profit organizations using the library for meeting space
the status of the continuing development of The Teen Space
status on personnel and building and grounds needs
the final 2022 budget, and
the preparation of the annual report to NY State.

Ms. Savolainen also noted that Starr Library was sponsoring with Upstate Films and the Museum of Rhinebeck History a screening of "Sweet Violets" on February 12, 2023 at 3 pm and "Brad Shur's Puppet Show" on February 25, 2023.

A discussion ensued among the Trustees about the above topics. Noted in the discussion were the increased use of the library by outside organizations and more generally, especially during the month of December 2022, and the positive results in fund-raising. All questions asked were appropriately answered.

VI. Friends' Report

A. Cathy Reinis, Secretary of the Friends, reported that the Friends had made a \$10,000 contribution plus an additional \$10,000 contribution also being made. Kathy also stated, as previously discussed, that the Friends will be holding three instead of five book sales in 2023. The Trustees thanked Kathy as the Friends representative for the Friends' continued generous support of the library.

VII. Claims and Warrants

Craig Oleszewski presented the report to the Board. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.

VIII. Standing Committee Reports –

Building and Grounds: the Report was provided to the Trustees prior to the meeting. There being no comments, a motion was made to approve the Report, which motion was seconded and passed unanimously.

Nominating Committee: David Lavalley reported that the process had commenced to fill two open Trustee positions and discussed the timing of the process, with a deadline for applications due February 14, 2023. David also discussed the terms of any new Trustees and encouraged Trustees to let him know of any possible candidates. A discussion ensued among the Trustees and all questions asked were appropriately answered.

IX. Ad Hoc Committee Reports - NONE

X. Correspondence

Jaclyn noted that there was no new correspondence.

XI. Old Business

XII. Building Expansion –

Jaclyn Savotainen then discussed with the Trustees certain goals of the Library to be considered in the context of evaluating its expansion plans, such goals being as follows:

- Increase flexible space for meetings and work
- Maximize environmental sustainability

Make the library more welcoming
Increase visibility and appeal of outdoor space
Improve space usage for Local History and feature the collection
Preserve onsite book sales
Work within an achievable budget and build community support

A discussion ensued among the Trustees of each of the above stated goals and all questions asked were appropriately answered. The Trustees were all in agreement that the focus on achieving the goals articulated by Jaclyn was important to the Trustees. The Trustees particularly focused on the need to balance any building expansion with the ability to raise the necessary funds. The Trustees discussed various building options to be considered.

Jaclyn then led a discussion with the Trustees of certain particular building expansion options, weighing those options against options previously discussed by the Trustees. Such discussion included the timing of any specific building project and whether the library (including personnel) would remain in the building or move to alternative space. The Board decided generally to think about various alternative spaces and further discuss at the next meeting.

A motion was made to authorize Jaclyn to request Paul Mays, the library's architect to prepare detailed renderings of the more limited building expansion ideas discussed by the Trustees, within a budget for such renderings of \$3,000, which motion was seconded and passed unanimously.

XIII. New Business

A. David Lavallee presented to the Board a proposal to amend the By-laws to remove the responsibility of being Chair of the Fund Raising Committee from the required duties of the Vice President. David discussed the various considerations of separating the duties, including time commitment, and recommended that the roles of Vice President and Chair of the Fund Raising Committee be determined independently. A discussion ensued and all questions asked were appropriately answered.

A motion was made to delete the following sentence from the by-laws :

“The Vice President chairs the Fundraising Committee” from Section 5(2) of the By-laws of Starr Library. The motion was seconded and passed unanimously. The By-laws were therefore amended as of January 26, 2023.

David proposed that the following officer positions be filled as follows:

Secretary: Valerie Jacob

Vice President: Laura Selicare

A discussion ensued and all question asked were appropriately answered.

A motion was made to appoint Valerie Jacob as Secretary, which motion was seconded and unanimously approved.

A motion was made to appoint Laura Selicare as Vice President, which motion was seconded and unanimously approved.

David proposed that a change be made to the Director's ability to make certain budgetary decisions in the ordinary course of business without Board approval. Currently, all budget changes in excess of \$1,000.00 are required to be approved by the Board. David proposed that the Director be permitted, after consultation with the Treasurer, to make any budget changes as long as the overall bottom line of the expense budget does not change.

A discussion ensued and all questions were appropriately answered.

A motion was made to approve such proposal, which motion was seconded and unanimously approved.

XIV. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:30p.m. Next Meeting Date February 23, 2023, 5:30 PM

DIRECTOR'S REPORT

February 2023

The past month flew by, busy with learning how to do my first annual report and various year-end tasks like completing forms for disability and workers' comp insurance, as well as interviewing finalist candidates and welcoming our new hires. I was out of state for a week visiting family, and by all accounts, things ran smoothly without me!

PROGRAMS

Attendance	Jan 2022
Adult ongoing programs/series/clubs	283
Special events	128
Children's programs	117
Outside groups - reserved rooms	35
Virtual programs	24
Total	587

Highlights since our last meeting:

- **Literary:** Memoir Writing Workshop, Book Club (18)
- **Partnerships:** Upstate Films & Museum of Rhinebeck History screening of *Sweet Violets* (100+ people); virtual cooking class with Tivoli, Clinton & Staatsburg Libraries (24); All Abilities story and craft program with Anderson Center; Nerds at Night with Megabrain Comics
- **Fun:** Cookie Decorating Workshop (25), Peace & Hope Flag Making Workshop
- **Youth:** Dungeons & Dragons, STEAM Workshop (23), KidPix Digital Art
- **Ongoing:** Knitting, Lego Hour, Storytime, Mahjong, Scrabble, Music & Movement for Toddlers, Chair Yoga, Brain Games, Tai Chi, Sound Meditation, Classical Guitar

Happening soon:

- Fri. Feb. 24, 6-7:30pm: Big Night Amphibian Migration with Climate Smart Rhinebeck & Winnakee Land Trust at Rose Hill Tap Room
- Sat. Feb. 25 at 2pm: Brad Shur's Paper Hearts Puppet Show
- Sat. Mar. 4 at 2pm: Rhinebeck History Trivia

PERSONNEL

- We hired two new part-time people to join the team: **Laila Watts** and **Paris Newmaster**. Laila is a current college student and has worked at Adriance & Boardman Road libraries. She started right off by creating our Black History Month book display and she quickly jumped back into the Sierra software. Paris just finished her Masters in English Literature and is extremely knowledgeable about Manga, which has been a weak spot in our collection. Both Paris and Laila grew up in Poughkeepsie and we are excited for their fresh energy.
- We held an excellent, thought-provoking staff meeting to discuss the Justice at Work training that most of the staff signed up for. We are looking forward to the next staff meeting to give everyone a chance to get to know Paris and Laila, since some people never overlap with their schedules.

OTHER

- **Technology:** We are participating in a cohort of libraries across the state to do a technology and networking assessment with the assistance of expert trainers from the New York State Library (NYSL). This will take place over the next few weeks. At the end, we expect to receive a report with tech recommendations specific to Starr.
- The Purple Air Monitor should be installed this week.
- The Teen Zone electric work and painting should be done this week. Furniture is expected to be arriving in batches soon.
- The **Annual Report to the Community** is almost finished and will be printed soon. We decided to wait until the Annual Report to the State was completed so there would be consistency between the two.
- I'm going to be focusing on policies this coming month.

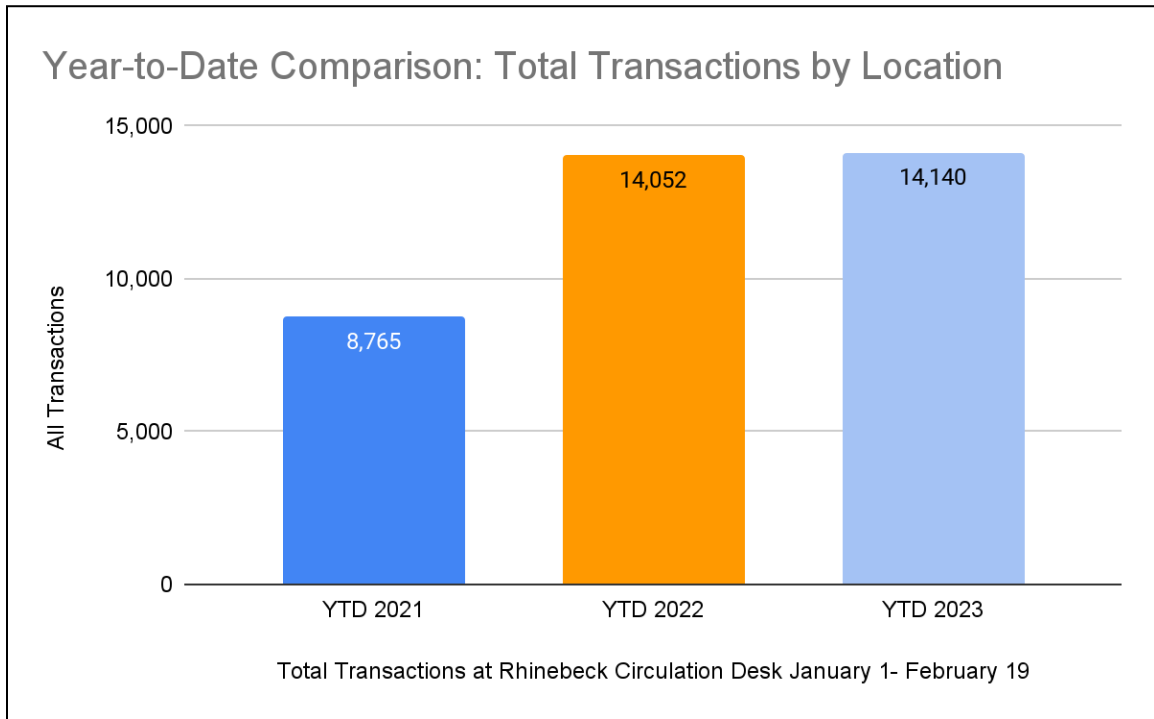
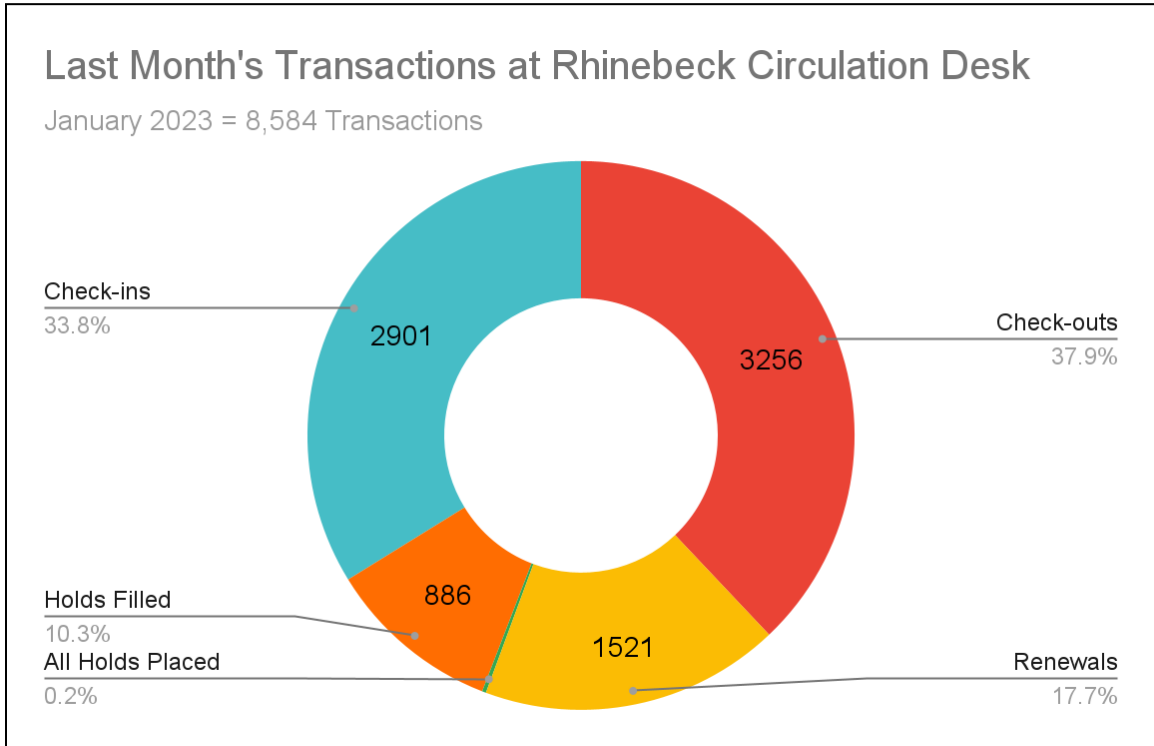
LIBRARY ADVOCACY MONTH

Library Advocacy Day is February 28 and will see in-person and virtual events. It isn't too late to add your voice in support of New York libraries. Visit <https://www.nyla.org/nyla-advocacy-day-2023/> for more information about participating.

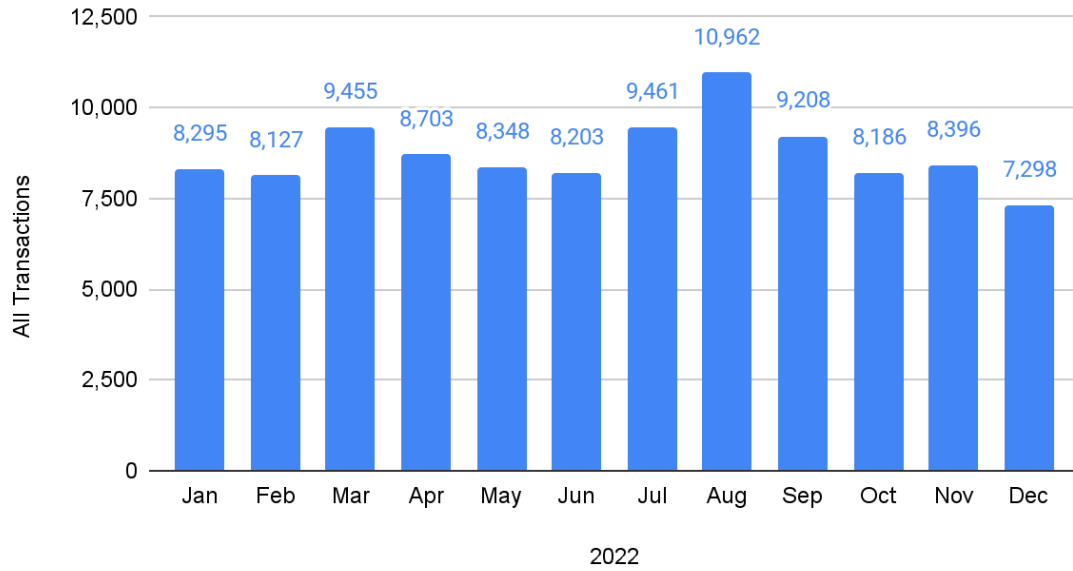
≠SUGGESTED FOCUS FOR THE BOARD

- Upcoming events to promote:
 - Bridge building workshop **Modeling Kindness & Inclusivity in our Community**. March 7 at 7pm.
 - Hudson Valley Pattern for Progress **Community Needs Assessment**. March 11 at 10:30am.
 - Musical storytelling show **Aesop Bops!** March 11 at 2pm.

STATISTICS

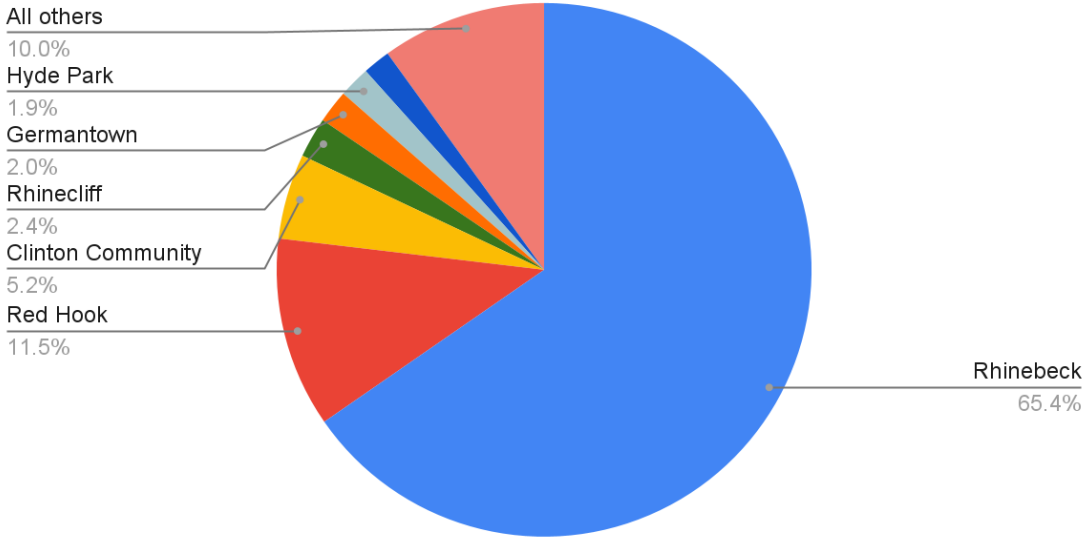


2022 All Transactions by Month

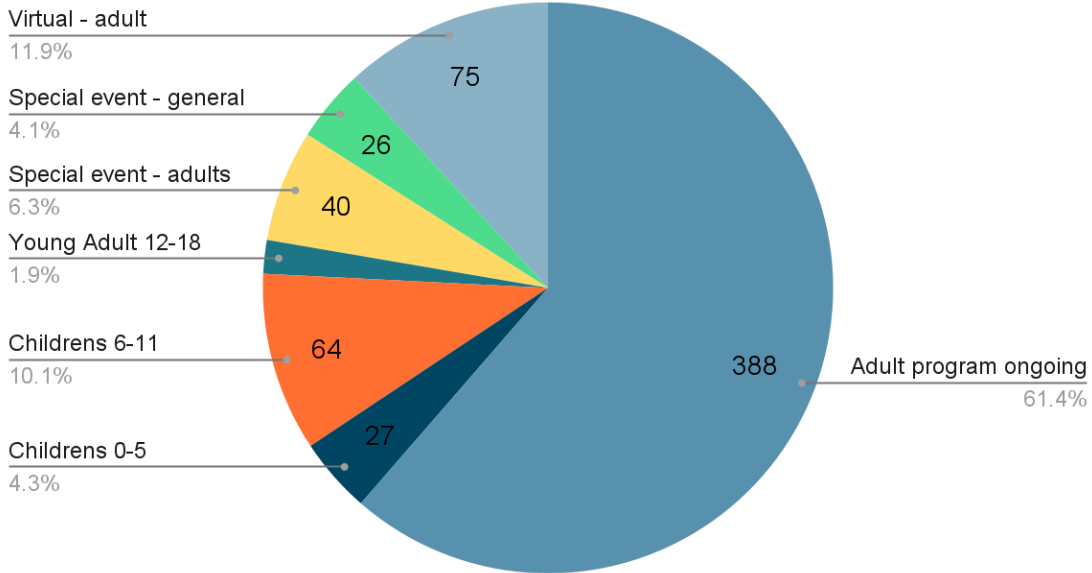


2022 Total Transactions in Rhinebeck

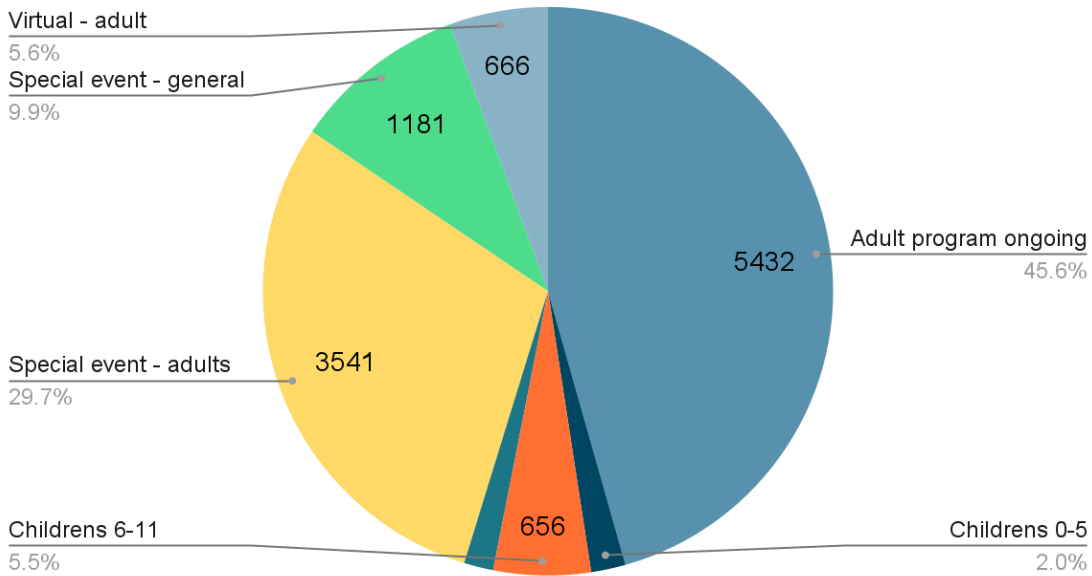
by Home Library



2022 Programs: Total Sessions



2022 Programs: Total Attendees



Adult ongoing programs include activities that regularly meet at the library as a club or extended series (book clubs, mahjong, tai chi, etc.). Special events include one-time or short-run library programs, as well as book sales, Sinterklaas, and civic events at the library.

