

# January 2023 Board Materials Packet

## AGENDA

STARR LIBRARY BOARD OF TRUSTEES 68 WEST MARKET STREET RHINEBECK, NY 12572

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

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Secretary's Report-Minutes from December mee@ng
- IV. Treasurer's Report
- V. Director's Report
- VI. Friends' Report
- VII. Claims and Warrants-Mo@on to approve payments of claims and warrants
- VIII. Standing CommiEee Reports
- IX. Ad Hoc CommiEee Reports
- IX. Correspondence**
- X. Old Business**
  - A. Expansion Discussion**
- XI. New Business**
  - A. Budget Authoriza@on Modifica@on
- XIII. Public Comment Period
- XIV. Adjournment

Next Mee@ng Date February 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 27, 5:30 PM**

**Trustees Present:** David Lavalley, Shea Dean, Donna Warner, Laura Selicaro, Eric Steinman, Andrew Schulkind, Karen Unger (via zoom), Craig Oleszewski, Madhu Tadikonda, and Director Stephen Cook, Assistant Director Brooke Stevens **Friends Representative (not present):** Stephen Frost.

I. II.

III.

IV.

Call to order and review of agenda

Public Comment Period

Mary Olivera said that she felt that all Trustees should donate to the library. She also said that we should buy holiday wreaths at the library because the proceeds go to the library (often around \$1,000). She said there was an excellent program on January 8 by the artist who has his work on display. She urged trustees to attend programs.

Secretary's Report-Minutes from December meeting

Secretary (Shea Dean) asked if anyone had any comments or questions about the December minutes. There were no comments.

Motion to accept minutes, Craig. Second Madhu. Passed unanimously. Treasurer's Report – attached

David noted that we paid ahead fuel and insurance for the next year, which makes it look as if our finances for December are negative. He noted that our operating fund is \$173K. He said that we needed \$140K for upcoming expenditures, so we have an ample cushion to cover that. He said we have \$83K in the M&T account of which we plan to spend about \$23K for doors, and \$20-25K or so for the downstairs facelift. Another \$40K or so will go to pay for carpeting the main floor. David noted that our endowment has been doing "incredibly well," recently at \$1.73M, though down perhaps 6 percent after the recent market decline. He said that it's diversified, not as stock-heavy as it was previously.

Motion to accept Treasurer's Report: Craig. Second, Eric. Passed unanimously.

Director's Report – attached

- In addition Stephen said that the annual campaign had taken around in \$49K.
- He also read a letter that Maggie Pouncey, a new Rhinebeck resident and former Brooklyn bookstore owner, is working with Culture Connect (Rosie Rosenthal) and children's programmer Tara Foley to start a middle school virtual family book club. There was talk about the proposed author's fee (\$3000) being too high and debate on who would pay for it (contribute toward it). Stephen said that Starr may be able to kick in \$1K. There was talk about Oblong and Red Hook Library also being partners.

V.

c. Stephen presented our new charter, which we applied for last year and received. It is good for another five years.

VI. Friends' Report

a. (read by Stephen Cook in Stephen Frost's absence.) The Friends took in \$5,500 at the December book sale. In January Friends gave \$1000 to the library for book purchases, \$1500 for downloadable ebooks, and \$500 to keep the water cooler filled. He also noted that there were changes to when book donations will be accepted to alleviate pressure on the staff and maintenance people. Books would now be received downstairs only: Sun 10am-1pm, Wednesday 10am-noon.

VII. Claims and Warrants – in the folder on the table.

David noted that three pairs of eyes look at all regular expenditures.

Motion to accept the claims and warrants: Martha; second Laura. Passed unanimously.

VIII. Standing Committee Reports – Attached

- None were submitted prior to the meeting.
- Craig noted that Foster Flooring and Northern Dutchess Hardwood were putting in quotes for the new flooring. Also that we have one bid for a new front door. Craig noted that the Rhinebeck Town Planning Committee is meeting this week about the new turf soccer fields being planned for the field across from the tennis courts. As a major civil engineering project, this would mean a lot of construction traffic going by Starr this summer.

**IX. Correspondence**

**a. No correspondence.**

## **X. Executive Session for Personnel Matters**

**David calls an executive session and everyone leaves the room aside from the Trustees and Director Stephen Cook.**

**Craig moves to go out of executive session; Eric second. Unanimously passed.**

## **XI. Old Business**

- Long-range Planning Committee, near term to-do's
  - Martha picked out the items from Donna's LRP summary that are listed as "to-do"s for January and February. It was a long list. Martha and Shea agreed to oversee the monitoring report and its implementation.
  - David mentioned that we need to send out a patron satisfaction survey to guide our decisions about our priorities.
- Search for adult programmer

a. Brooke presented said that they had received 18 resumes for the adult programmer

position, of which 3 stand out as meriting interviews. Brooke passed around the resumes of

the best candidates. Stephen noted that the job is still posted on LinkedIn and Indeed. C. Report on downstairs "facelift"

a. David reported that the new schedule for receiving books will help keep the area clearer and relieve pressure on custodial staff. Laura reported that one of the designers we contacted

(Melissa Cohen) is now busy for the coming weeks, throwing some uncertainty into the schedule. The other person the committee decided to consult with is Paul Mays, who she suggested might do a facetime "walkthrough" of the downstairs space. David suggested that the consultants should be given clear parameters on the space to be renovated and our "wish list" of things we'd like to have done with it. The idea is that they would take notes during a walk through and come back with proposals and a budget. Stephen Cook reported that Stephen Frost wants to come to any walkthrough. Laura said that the trustees should send her lists of ideas for the renovation that she can pass on to the designers.

## **XII. New Business**

A. Board Retreat, February 27, 1 PM

a. It will be hosted by Shea or David and last till 4 or 5. TBD. B. Trustee Orientation

a. David proposed doing two or three meetings with all trustees. One with Stephen at the library to get acquainted with the facility and operations, and then another meeting for big picture concepts: trustee roles and responsibilities. Shea volunteered to look up the dates for the MHLS New Trustee orientations and bring those dates to the next meeting. David suggested doing the first session in February, March or April.

XIII. Adjournment

Movement to Adjourn: Craig. Second Martha. Passed unanimously.

Meeting adjourned at 6:45pm.

Next Meeting Date February 24, 5:30 PM

# DIRECTOR'S REPORT

January 2023

## COMMUNITY OUTREACH

- The Climate Action Toolkit Workshop, co-hosted by Sustainable Hudson Valley & Climate Smart Rhinebeck, was great - with an impressive presentation, 75 attendees, and excellent engagement.
- Some of the non-profits and clubs that meet here: Rhinebeck Science Foundation, Culture Connect, Village Subcommittees, CLS Lego Robotics Club, Rhinebeck Garden Club, Community Garden.
- Check out the upstairs exhibit featuring historic photos of Rhinebeck in the winter, presented by Museum of Rhinebeck History.

## FUNDRAISING

- **Annual Appeal:** Since the appeal was announced online at the end of October, we have brought in over \$44,000. Historically, we haven't set an end date for appeals. They usually continue until the next appeal begins, and any donations that arrive with an appeal card count towards the most recent appeal. That doesn't include donations made for specific purposes, endowment contributions, or bequests.
- **Donor Management Software:** We have started the transition project to move to Bloomerang, with a target "go live" date of April 28. Until then, we will continue recording donations with GiftWorks.

## POLICY

- Rowan and I have been drafting a more robust policy section for the website, which is required by the state's minimum standards.
- I have a draft of the Employee Handbook but am continuing to revise it based on comparisons to other libraries and input from Brooke's library management course materials.
- I recommend that the Governance committee pick a regular date to meet every month.

## EXPANSION PLANS

- Separate agenda item

## PROGRAMS

Attendance	Total 2022	Dec 2022	Jan 1-20
All events	5074*	1294**	436

\*Includes estimates for outside clubs and non-profit organizations that use Starr as a meeting space.

\*\*Includes book sale, Sinterklaas, and RHS Senior Passion Project event..

Highlights since our last meeting:

- **Literary:** Book Club Holiday Party, Author Talk: Joseph Luzzi
- **Technology:** Device Advice, Teen Geeks Tech Help
- **Community Engagement:** Climate Action Toolkit Workshop, Narcan Training
- **Youth:** After School Dungeons & Dragons, KidPix Digital Art, STEAM Workshop
- **Ongoing:** Lego Hour, Storytime, Mahjong, Scrabble, Music & Movement for Toddlers, Chair Yoga, Brain Games, Qigong, Tai Chi, Sound Meditation, Classical Guitar

## PATRON SERVICES & COLLECTIONS

- **The Teen Space** continues to be a work-in-progress. We have ordered new furniture and lined up the painter and electrician to install a new charging strip where the laptop bar will be. I'm looking into options for a coffee station. We are beginning to plan a party to celebrate the Teen Space with a performance by a local teen band and an art exhibit curated by teens.
- We did a complete overhaul of the travel section, weeding outdated guides and ordering new ones from Oblong. We are also beginning a major weeding in the children's collection, with the goal of reducing crowding on the shelves.

## PERSONNEL

- I would like to publicly thank Brooke Stevens for her excellent collection development work. As I have been getting up to speed on so many other areas of administration and planning, Brooke has taken on the majority of the work related to ordering new materials and managing electronic content, and she oversees all processing of new materials and deletion of old materials.
- We are close to hiring a new PT circulation desk staff person, after receiving more than 60 applications for the position. The new person will work Friday afternoons, Saturdays and Mondays.

## BUILDING & GROUNDS

- **Shed:** The shed was installed! We are waiting for finishing touches (replacing a warped door and window that came broken) and will start filling it on a warm day.
- **Handyman Work:** We still need to find a new person to do minor carpentry and repair work. Please let me know if you have suggestions.
- **Tree Work:** Holding off until spring
- **Accessibility:** Holding off until spring on paving and door improvements

## BUDGET 2022 FINAL

- At the December meeting, I prepared conservative estimates for final income and spending for 2022. It turns out that I underestimated our income and overestimated our

spending. The major areas of difference were that the annual appeal and other donations outperformed my estimate and the final salary number came in lower than I anticipated.

- We knew the budget wasn't going to balance in 2022, primarily due to the unexpected severance cost and the underfunded insurance mistake, but it wasn't as bad as I thought it would be. The library ended up overspending the 2022 budget by \$29,592 instead of what I estimated as \$48,011 (a difference of \$18,419 in our favor).
- This does not take into account the savings we will achieve by switching insurance carriers.

	Estimate	Actual	Difference
Total Income	622,242	635,175	12,933
Total Expense	-670,253	-664,767	5,486
	(48,011)	(29,592)	18,419

## OTHER

- As part of the state's minimum standards, we must provide an annual report to the community. The staff will produce this in electronic format and as a paper handout available in the library before submitting the annual report to the state. The goal is for the beginning of February.
- The staff and I will also be compiling and submitting the annual report to the state before the next meeting.
- **Charter:** We have to delay action with the NY State Dept of Library Development (DLD) until we have a full slate of trustees.

## SUGGESTED FOCUS FOR THE BOARD

- Please promote our joint event with Upstate Films and the Museum of Rhinebeck History, screening *Sweet Violets* on Feb 12, and Brad Shur's Puppet Show on Feb 25.



# STATISTICS

Total Rhinebeck Patrons (including Homebound) as of 1/19/23: 5,774 cardholders

New Rhinebeck Patrons added in 2022: 403 cardholders

