

March 2023 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING **Thursday, March 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. 414 Vote Preparation
- XII. Public Comment Period
- XIII. Adjournment

Next Meeting Date April 27, 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, February 23, 5:30 PM

Trustees Present: David Lavallee, Erin Humbaugh, Laura Selicaro, Andrew Schulkind and Craig Oleszewski, Eric Steinman, and Director Jaclyn Savolainen.

Trustees Absent: Valerie Jacob

Friends Representative:

- I. Call to order and review of agenda: David called the meeting to order at 5:37pm.
- II. Public Comment Period: There was asked for clarification about a change to the Director's budgetary discretion. David clarified that the change allows the Director and Treasurer to shift funds to different categories as needed as long as the total budget number stays the same.
- III. Secretary's Report-Minutes from January meeting: A few corrections were noted. 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:

- The check from the Town of Rhinebeck (414 Tax Receipts) was deposited last week, and that comes on top of a ~90k checkbook balance, bringing our operating funds up to nearly \$500,000.
- The endowment balance is back up above \$1.4 million, down about

\$70,000 from what it was at this same time last year.

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:

- Final revisions are being made to the Annual Report to the Community. It will be posted on the library website and 150 copies will be available at the front desk
- We hired two new part-time people to join the team: **Laila Watts** and **Paris Newmaster**. Laila is a college student who has worked at Adriance & Boardman Road libraries. Paris just finished her Masters's in English Literature. Both Paris and Laila grew up in Poughkeepsie, and we are excited for their fresh energy.
- community outreach initiatives
- The continued updating of policies and procedures
- Ongoing programming

- Upcoming events: Fri. Feb. 24, 6-7:30 pm: [Big Night Amphibian Migration with Climate Smart Rhinebeck & Winnakee Land Trust](#) at Rose Hill Tap Room

Sat. Feb. 25 at 2 pm: Brad Shur's Paper Hearts Puppet Show

Sat. Mar. 4 at 2 pm: Rhinebeck History Trivia

A discussion ensued among the Trustees about the above topics. Noted in the discussion was the question as to why the Starr Library lends more than it borrows. A combination of book curation and staffing were cited as reasons. All questions asked were appropriately answered.

VI. Friends' Report

- No meetings or book sales this month
- Next book sale is April 21-22

VII. Claims and Warrants-Motion to approve payments of claims and warrants

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

VIII. Standing Committee Reports

Building and Grounds: The Report was provided to the Trustees prior to the meeting.

Jaclyn made a few corrections:

The electrical work and painting in the teen zone are still in progress. The purple air was not installed due to work needing to be done on the electrical outlet. Still waiting for the replacement window for the shed. All issues are being addressed.

Jaclyn also reported that she spoke with Vanessa Bertozzi. The library is not currently needed for the composting project, but we are ready to help in the future.

There being no comments, a motion was made to approve the Report, which motion was seconded and passed unanimously.

Nominating Committee: The application period has ended. The committee received six applications and is scheduling interviews. The goal is to present two candidates to the full board at the March meeting. There were no questions or comments.

Public Relations Committee: Andrew presented the minutes of the PR committee.

- Does anyone on the board have or know someone with a vehicle or trailer to transport the book bike to and from events? Craig offered his minivan, and David and Erin offered their cars with toe hitches if we found a trailer.
- Andrew enlisted the help of Eric to reach out to the farmer's market for at least three dates for the library to bring the book bike to the market.

All questions asked were appropriately answered.

IX. Ad Hoc Committee Reports

David reconstituted the Fundraising and Expansion committees

Jaclyn requested that all committees schedule regular meetings for clarity and consistency.

A discussion ensued among the Trustees, and all questions were appropriately answered.

IX. Correspondence

Jaclyn noted that there was no new correspondence.

X. **Old Business**

- A. Expansion Discussion: Jaclyn reported that the additional drawings the board approved last meeting came in well above the \$3,000 estimate. The board agreed hold off on the drawings at this time.

Erin presented the idea of moving the library to the old Bulkeley school on Mulberry St. The proposal included turning the school into the library, making the greenspace next to the school into a park, and converting the current library into a community center. A robust discussion of the pros and cons ensued, resulting in a motion for the board to explore the prospect of moving the library to the old Bulkeley School. The motion was seconded and passed unanimously.

B. Planning for events

The board continued the discussion of hosting a fundraising event for the 160th anniversary of the library. The fundraising committee will meet to begin the planning process.

XI. **New Business**

- A. Annual Report: Jaclyn completed the annual report to Albany. There was a motion to accept the report. The motion was seconded and passed unanimously.

XIII. Public Comment Period

- Clarified the old Bulkeley school is on septic and not town sewage
- Advised the board that there might be opposition to moving the library

XIV. Executive Session

- David called the board into executive session at 7:15 pm
- Executive session ended at 7:30 pm. No motions were made during the session.

- XV. Adjournment: A motion was made to adjourn, which motion was seconded and unanimously approved at 7:31 p.m.

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

DIRECTOR'S REPORT

March 2023

PROGRAMS

Attendance	Jan	Feb	Mar 1-15
Adult ongoing programs/series/clubs	283	212	145
Special events	128	170	118
Children's/YA programs	117	144	76
Outside groups - reserved rooms	35	50	32
Virtual programs	24	21 (incompl)	tbd
Total	587	593	380

Highlights from March:

- **Literary:** Memoir Writing Workshop (now also a weekly self-directed offshoot group), Book Club
- **Partnerships:** Rhinebeck History Trivia at Kroeg with NYT bestselling historian Alexis Coe; All Abilities Story and Craft Program with Anderson Center; Nerds at Night with Megabrain Comics; Bard Lifetime Learning Ikebana series; Hudson Valley Pattern for Progress Community Assessment
- **Other Special Events:** Modeling Kindness & Inclusivity (36 people); From Militarized to Decarbonized (33 registered); Improv for Humanity (5)
- **Youth:** Aesop Bops (50 people!), Dungeons & Dragons, STEAM Workshop
- **Ongoing:** Knitting, Lego Hour, Storytime, Mahjong, Scrabble, Music & Movement for Toddlers, Chair Yoga, Brain Games, Tai Chi, Sound Meditation, Classical Guitar

Happening soon:

- Madagascar Culture Connect Reception: Saturday, March 25 from 2-3pm
- Make Your Own Gardener's Lotion Bar: Tues, April 4, 6:30pm

FUNDING

- **414 Prep:** I've contacted the County Board of Elections, the Town Assessor's office, and the Office of the State Comptroller to begin work on our planned 414 campaign. We will discuss this further down the agenda.
- **Grants:** We are starting to work on grants, beginning with Arts Mid-Hudson by asking for \$5000 to fund a monthly author series (kudos to Michelle for an excellent application).

We will also be applying for technology funds to update some patron computers and to pay for the networking upgrades we just completed, and for increasing the number of early literacy programs we offer. We may also seek grant funding for outdoor benches and possibly cafe tables.

- **Friends:** Asking for Summer Reading Program funding, museum pass renewals, and reimbursement for the electrical and painting work done to prepare for the Teen Zone.
- **Bequest:** The library was named as a beneficiary in the will of Steph Oppenheim, and that trust is being settled at the NYS Attorney General's office. We are expecting to receive partial payment in April of approximately \$56,000.

BUILDING & GROUNDS

- **Technology:**
 - The NYSL Tech Assessment project is underway.
 - Peter Bartram installed 2 new core routers and a new switch in the wire room because the others were no longer being supported with manufacturer updates. These have a lifespan of 3-4 years.
 - We've started recycling tech items at Staples, which is free and earns a small credit.
- **Teen Zone:** Electric work and painting was completed. All furniture is expected to arrive by the time of this meeting.
- **Cleaning:** Green Janitor service cleaned 5 pieces of upholstered furniture onsite.
- **Shed:** The window and door were finally replaced! We've moved a lot of items in but have decided to keep the book bike upstairs for now, as it is very popular. The closet downstairs now has space for Friends' overflow, as well as tables and chairs and the dolly carts.
- **Children's Area:** We've started rearranging some furniture and will be decluttering the story room in the spring.
- **Accessibility:** In April, I will be looking for contractors to give estimates on sidewalk and pavement work and will also be checking with the appropriate state office about relevant ADA guidelines. The goal is to greatly improve wheelchair accessibility from the parking lot into the building.
- **Displays:** High school students who went to Madagascar last summer are displaying their post-trip projects and information about Madagascar. The display includes artwork, cultural examples, and interactive digital presentations. We also have a women's history book display, Starr Picks, and rotating local authors.
- The Purple Air Monitor wasn't installed as planned because the outside outlets were dead. They have since been repaired and installation is being rescheduled.

OTHER

- A 4-page **Annual Report to the Community** was printed with copies in the library, posted on our website, and also shared on social media and to our email list.
- Library Advocacy Day ended up being virtual because it was a snow day but Rebekkah reports that everyone's efforts seem to have had a positive impact. The state budget

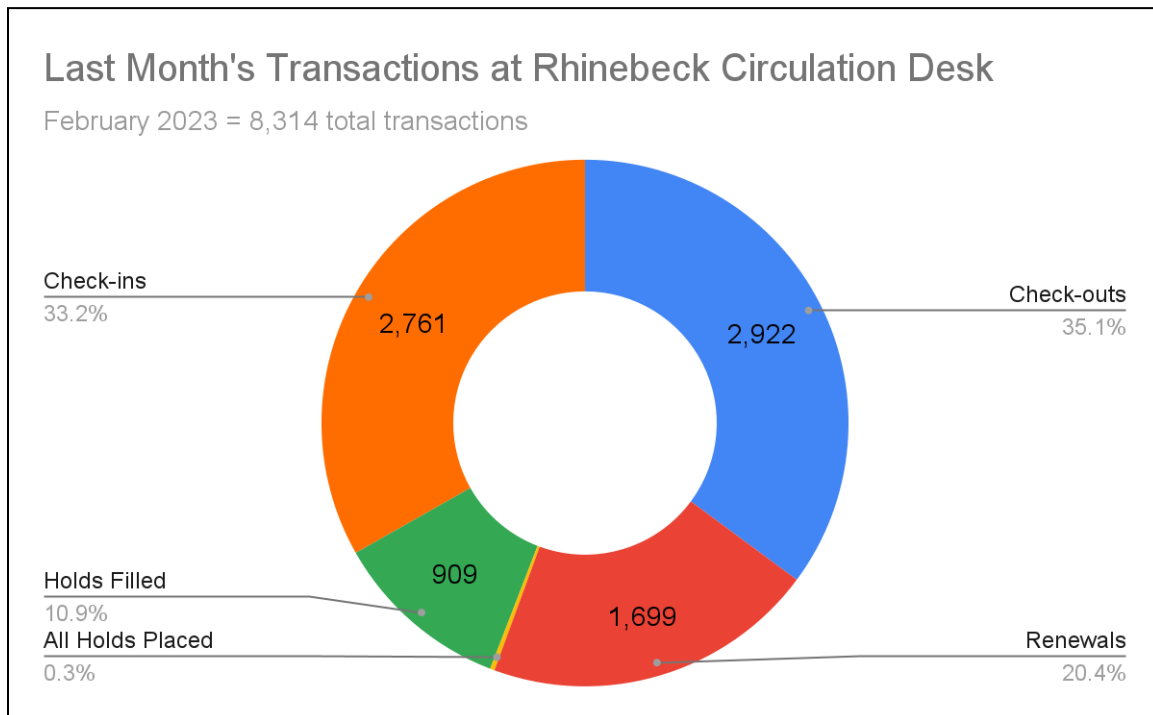
hasn't yet passed, but after Advocacy Day, both chambers proposed higher library spending than before.

- I met with our new insurance representative for a building walk-through and discussion of policies. He had recommendations but found nothing problematic.
- The library was closed due to snowstorms on 2/28 and 3/14. In addition, programs were canceled on 2/22 and 2/17 at the request of the program leaders.
- Bloomerang (donor management software) training: upcoming
- Trustee reception April 26 at East Fishkill for \$50. Deadline for attendees and money is 3/29.

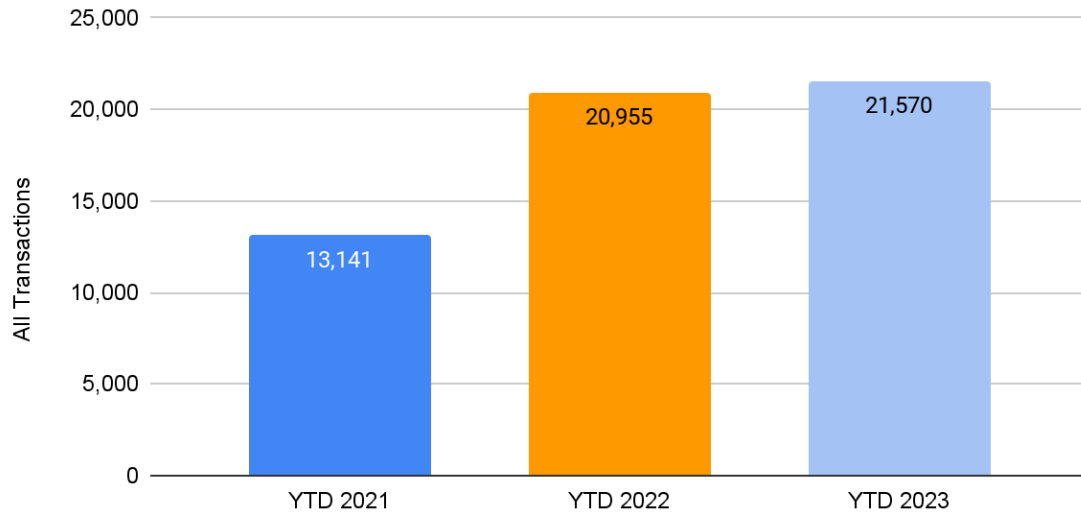
SUGGESTED FOCUS FOR THE BOARD

- Upcoming events to promote:
 - Friends Book Sale: April 21-22
 - Author Talk at Morton: Lambda Award winning author Fenton Johnson and PEN/Faulkner Award winning author Joan Silber in Conversation about Solitude and the Creative Life, April 25, 6:30 at Morton Library
- Trustee Essentials Series begins April 13 5:00 - 6:30pm [REGISTER HERE](#)
- Trustee Handbook Book Club: The Board-Director Relationship – Tues April 18 5:00-6:30pm [REGISTER](#)

STATISTICS



Year-to-Date Comparison: Total Transactions by Location



Total Transactions at Rhinebeck Circulation Desk January 1 - March 15

Overdrive Usage

■ Total Starr
 ■ Starr eBooks
 ■ System eBooks Avg
 ■ Starr eAudio
 ■ Starr eMagazines

