

# May 2023 Board Materials Packet

## AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING

Thursday, May 25, 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
- X. Correspondence
- XI. Executive Session (if needed)
- XII. Old Business

A. Expansion Discussion

B. Planning for event

C. Update of Tax Funding (AKA 414)

### XIII. New Business

A. Conflict of Interest Policy

B. Tree Work

C. NYLA Scholarship Application

D. History room shelving

E. Charter Revision Petition

F. Workman's Compensation Change

### XIV. Public Comment Period

### XV. Adjournment

Next Meeting Date      June 22, 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, April 27, 2023, 5:30 PM

Trustees Present: Laura Charles, Valerie Jacob, Erin Humbaugh, Craig Oleszewski, Laura Selicar, Andrew Schulkind, Eric Steinman, Eve Wood, and Director Jaclyn Savolainen.

Trustee Absent: David Lavalley

Friends Representative: Stephen Frost, President of The Friends

- I. Call to order and review of agenda: Craig Oleszewski, acting as Chair of the meeting given the absence of David Lavalley, called the meeting to order at 5:30pm. Each of the Trustees introduced themselves, discussed their individual backgrounds and stated their individual reasons and objectives for serving on the Board of Trustees.
- II. Public Comment Period –

Dr. Julie Zito, a member of The Friends and a community member of the Building and Grounds Committee, spoke about improving access to the building. Mr. John Rossi from the Rhinebeck Democratic Club also noted to the Trustees the need to improve accessibility to the Starr Library for those visitors with handicaps or facing challenges in climbing stairs. Mr. Rossi informed the Trustees of a recent situation where a handicapped visitor experienced difficulties entering the building. The Trustees noted that this is an important focus for the Board and the Director and thanked both Dr. Zito and Mr. Rossi for their attendance at the meeting and their continued interest and support in making the Starr Library a place where everyone can enjoy easy access.

- III. Minutes from March meeting: Valerie Jacob noted that there were no comments on the draft minutes. A motion was made to approve the minutes, which motion was seconded and passed unanimously.
- IV. Treasurer's Report –

Craig Oleszewski presented his report (which included figures through the end of March 2023), previously provided to the Trustees in advance of the meeting. His main points were as follows:

- *Income:*

Total income was approximately 83.5% of the budget for the period to date.

- The Friends of Starr have contributed \$24,016.50 to date this calendar year, which is 96% of what has been budgeted for the entire year. He acknowledged the great contribution from The Friends and valuable support received with respect to many of the library's programs
- The 2022 Annual Campaign has brought in \$13,492.67 in 2023. Craig noted that this campaign will trickle off in the coming months and will not pick up again until the last quarter when the 2023 drive begins.
- *Expenses:*

Payroll continues to be the largest draw on the budget and the balance of the expenses were more or less in line with the budget given time of year normal variances.

- A discussion ensued among the Trustees and all questions asked were appropriately answered.
- V. Director's Report –

Jaclyn then provided her Director's report which had been previously provided to the Trustees in advance of the meeting. Topics addressed included the following, all of which topics were addressed in Jaclyn's report:

- There were a number of highlights during April, including higher program attendance. Jaclyn reported that the author talk (Joan Silber and Fenton Johnson) was a success and that Story Time and Music & Movement have been split into two sessions each given the increase in popularity. She also noted that there are many ongoing programs such as knitting, Lego hour, Mahjong, Scrabble, chair yoga, brain games, tai chi, sound meditation and classical guitar. She also discussed with the Trustees the very successful book sale held by The Friends, which included many items other than books.
- Events in the near future such as the author talk with Nona Willis Aronowitz on May 8th at the Morton Library, Sensory-Friendly Aesop Bops! on May 20<sup>th</sup> and the Hudson Valley Chamber Musicians Outdoor Concert on May 20<sup>th</sup>. She also noted to the Trustees certain trustee education series.

- Jaclyn reported that she did not have any update on the bequest from Mr. Steph Oppenheim. Jaclyn also spoke about preparation for work in connection with the Starr Library's upcoming request to the residents of the Town and Village of Rhinebeck for increased funding. This is commonly referred to as a "Chapter 414" vote (although the NYS Education Law numbering system changed - it is now NYS EDN Ch. 16, Title 1, Art. 5, Sec. 259) and it is the means by which association libraries in the State of New York secure tax funding through a public vote in the next general election.
- An update on certain building and grounds initiatives.
- Statistics for the month of March which were very positive.

A discussion ensued among the Trustees about the above topics and the Director's Report. All questions asked were appropriately answered.

#### VI. The Friends' Report

- Stephen Frost reported that the April book sale was a big success, raising \$7,832 from the sale of books, prints, CD's and other items. The Trustees again expressed their sincerest thanks for all the contributions of The Friends to the Starr 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/Ad-Hoc Committee Reports –

**Benefit Planning:** Erin reported to the Trustees that an Ad-Hoc Committee was engaged in its initial planning discussions for the Starr Library Birthday Party Event. The Ad-Hoc Committee includes a number of community members as well as Trustees. A further update will be discussed at the next meeting. A discussion ensued among the Trustees and all questions asked were appropriately answered.

**Building and Grounds:** Eric provided the Trustees with the B&G Report, which report was provided to the Trustees in advance of the meeting. Eric discussed background information on maintenance of the facility generally, including sidewalks and pavements, reviewing the cost of paving, painting and the possibility of applying for an ADA construction grant. A discussion ensued among the Trustees and all questions asked were appropriately answered.

#### IX. Ad Hoc Committee Reports –

- See Benefit Planning Committee above.

#### X. Correspondence

Jaclyn noted that the Starr Library had received correspondence related to the posting of a community event from a religious organization. A discussion ensued among the Trustees and all questions asked were appropriately answered. The Trustees agreed to continue to support the posting of information about community events from all sources subject to the discretion of the Director in individual instances.

#### XI. Old Business

- Building Expansion –

Jaclyn reported on a visit she and David had to the Old Bulkeley Middle School space and reported on first impressions given the floor plan and library needs. A discussion ensued among the Trustees and all questions asked were appropriately answered. It was agreed that a follow-up discussion among the Trustees would be held and that a site visit should be scheduled for interested Trustees as background for the further deliberation by the Board.

- Planning for Events –

Jaclyn noted the previous discussion related to the Starr Library Birthday Party Event.

- Municipal Vote preparation –

Jaclyn further updated the Trustees on the upcoming Library Funding Referendum. She provided further detail on the process and noted the need for Trustee participation in obtaining voter signatures for the petition. A discussion ensued among the Trustees and all questions asked were appropriately answered. Jaclyn noted that she will continue to provide further information to the Trustees.

## **XII. New Business –**

- Employee Handbook –

Jaclyn then led a Board discussion of recommended changes to the Employee Handbook which had been previously distributed to the Trustees in advance of the meeting. She noted that the Governance Committee had held two meetings to discuss updating the Handbook to conform with best practices in the industry. Jaclyn discussed various provisions that had been updated. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the proposed Employee Handbook, which motion was seconded and unanimously approved.

- Parking Lot Changes –

Jaclyn presented to the Board and led a discussion concerning the need to increase the number of parking spaces for the library and to improve accessibility to the building. She noted that the increase in popularity of library programs has caused an insufficient number of parking spaces available for visitors at certain times, causing visitors either to park on the grass or leave without attending the program. She also discussed the need to improve accessibility to the building, as previously discussed. Jaclyn informed the Trustees of the process with the Town Planning Board and noted that the Starr Library is located in both the Town and Village of Rhinebeck. Jaclyn presented the considerations for the Trustees to discuss, including a possible number of increased parking spaces, traffic flow, impact on current configuration of the building and grounds, and aesthetics, among other items. A discussion ensued among the Trustees and all questions asked were appropriately answered. Jaclyn agreed to keep the Trustees up-to-date on discussions with the Planning

Committee and noted that the Board would discuss further.

- Kelly Collection –

Jaclyn informed the Trustees that the Starr Library will be receiving a large collection of books for the Local History Room from Arthur and Nancy Kelly. She discussed with the Trustees the limited space available in the building for holding the collection and her suggestions to be able to store and make available to visitors as much of the collection as possible. A discussion ensued among the Trustees and all questions were appropriately answered.

## **XIII. Public Comment Period**

Dr. Julie Zito thanked the Trustees for their attention to the building accessibility issues and commented that time was of the essence. The Trustees thanked Dr. Zito for her participation.

## **XIV. Adjournment**

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:30 p.m.

Next Meeting Date May 25, 2023, 5:30 PM

# **TREASURER'S REPORT**

## **Treasurer's Report May Meeting 2023**

Figures reflect recorded budget and expense account balances as of the end of April, 2023 which is 4 months into the year and represents 1/3 proportion (33.33%) of the budget.

Of note: Income:

- We are in receipt of the full disbursement of annual funds from the TOR (\$394,800) and 96% of the projected annual contribution from the Friends (\$24,081 of \$25k).
- The budget projected \$40,000 in 'fundraising' outside the annual campaign. That line is currently at zero.
- 'Current Drive' contributions are at \$14k or about 26% of annual projections. In the next four months, that amount is unlikely to change significantly but will escalate in the final quarter and the estimated \$40,000 in proceeds is a realistic expectation.

Expense:

- Total payroll is now at 37%, very close to, yet still above the 33.3% proportion. This is due to the front-loaded extraordinary payroll expense related to Stephen's disbursement, which curtailed in the first quarter of the year. In the months to come, payroll is expected to normalize without this expense and will gradually approach the projected figure.
- Utilities are significantly below the annual projection, but we had mild weather at the beginning of the year and we have not yet gotten into the air conditioning season where the electric expense will spike.
- Starr is underspending on the book budget (26% instead of the proportional 33.3%) and over- spending on the programming line (58% rather than 33.3%) by about the same dollar amount. As far as I can tell, the programs are successful and popular and our circulation numbers are not showing a decline.
- The Insurance line is showing a negative value. This is because we changed carriers and received a \$21k refund on the old policy in April but have not yet paid the full annual premium on the new policy. As the year progresses, we will approach that +\$16k budget number.
- Health insurance is showing a high percentage, but that is only supposed to pay out until July.
- Total expenses are right where they are supposed to be (33%) for this time of the year.

# INCOME VS. EXPENSES

3:07 PM  
05/01/23  
Cash Basis

## Starr Institute, Inc. Income & Expense April 2023

	Apr 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4002 · Friends of Library	2.00
4019 * · Fines/Copier/Rental	
4021 · Copier Fees	8.00
<b>Total 4019 * · Fines/Copier/Rental</b>	<b>8.00</b>
4031 · Contributions-Current Drive	1,050.00
4052 · Interest & Dividend Income	43.69
<b>Total Income</b>	<b>1,103.69</b>
<b>Expense</b>	
5000 · Total Payroll Expenses	
Payroll Processing	275.46
Payroll Taxes ADP	8,073.82
5010 · Salaries & Wages	
Net Payroll ADP	20,533.71
<b>Total 5010 · Salaries &amp; Wages</b>	<b>20,533.71</b>
<b>Total 5000 · Total Payroll Expenses</b>	<b>28,882.99</b>
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	136.97
<b>Total 5007 * · Supplies/Other</b>	<b>136.97</b>
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	4,246.02
5038 · Trash Removal	137.12
<b>Total 5008 * · Maintenance/Garbage</b>	<b>4,383.14</b>
5009* · Utilities	
5034 · Telephone	455.53
5037 · Electricity	974.82
5039 · Water	63.00
<b>Total 5009* · Utilities</b>	<b>1,493.35</b>
5030 · Books	2,545.43
5033 · Insurance	-21,552.11
5041 · Health Insurance	2,251.73
5042 · Tech, Equipment & Expenses	75.00
5043 · Programming	1,001.00
5045 · Professional & Consulting Fees	45.17
5046 · Mid Hudson Library Fees	2,064.00
6800 · Donations/ Bequests Spending	1,477.30
9200 · Square/Paypal/Credit Card Fees	7.32
<b>Total Expense</b>	<b>22,811.29</b>
<b>Net Ordinary Income</b>	<b>-21,707.60</b>
<b>Other Income/Expense</b>	

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Cash Basis

**Starr Institute, Inc.**  
**Income & Expense**  
April 2023

	<u>Apr 23</u>
Other Income	
Other Operating Income	
7000 · Director's Discretionary Fund	<u>48.25</u>
Total Other Operating Income	<u>48.25</u>
Total Other Income	48.25
Other Expense	
Other Operating Expense	
7020 · Director's Disc. Fund Expense	<u>229.00</u>
Total Other Operating Expense	<u>229.00</u>
Total Other Expense	<u>229.00</u>
Net Other Income	<u>-180.75</u>
Net Income	<u><u>-21,888.35</u></u>

# BUDGET VS. ACTUAL

3:09 PM  
05/01/23  
Cash Basis

**Starr Institute, Inc.**  
**Profit & Loss Budget vs. Actual**  
January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	24,018.50	25,000.00	-981.50	96.1%
4005 · NYS,Dutchess Cty & MHLS Revenue	225.09	2,000.00	-1,774.91	11.3%
4008 · Fundraising	0.00	40,000.00	-40,000.00	0.0%
4019 * · Fines/Copier/Rental				
4021 · Copier Fees	309.95			
4022 · Overdue Fines	227.42			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 4019 * · Fines/Copier/Rental</b>	<b>537.37</b>	<b>1,500.00</b>	<b>-962.63</b>	<b>35.8%</b>
4031 · Contributions-Current Drive	14,542.67	55,000.00	-40,457.33	26.4%
4052 · Interest & Dividend Income	116.66	600.00	-483.34	19.4%
<b>Total Income</b>	<b>434,240.29</b>	<b>518,900.00</b>	<b>-84,659.71</b>	<b>83.7%</b>
<b>Expense</b>				
5000 · Total Payroll Expenses				
Payroll Processing	1,307.10			
Payroll Taxes ADP	42,160.64			
5010 · Salaries & Wages				
Net Payroll ADP	103,759.32			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>103,759.32</b>	<b>400,449.00</b>	<b>-296,689.68</b>	<b>25.9%</b>
<b>Total 5000 · Total Payroll Expenses</b>	<b>147,227.06</b>	<b>400,449.00</b>	<b>-253,221.94</b>	<b>36.8%</b>
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	1,857.68			
5040 · Supplies	0.00	6,000.00	-6,000.00	0.0%
<b>Total 5007 * · Supplies/Other</b>	<b>1,857.68</b>	<b>6,000.00</b>	<b>-4,142.32</b>	<b>31.0%</b>
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	12,823.25			
5038 · Trash Removal	548.48			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
<b>Total 5008 * · Maintenance/Garbage</b>	<b>13,371.73</b>	<b>42,000.00</b>	<b>-28,628.27</b>	<b>31.8%</b>
5009* · Utilities				
5034 · Telephone	1,766.21			
5037 · Electricity	4,058.34			
5039 · Water	126.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
<b>Total 5009* · Utilities</b>	<b>5,950.55</b>	<b>33,200.00</b>	<b>-27,249.45</b>	<b>17.9%</b>
5020 · Accounting	600.00			
5021 · Fund Raisg Exp	2,686.20			
5030 · Books	14,040.63	50,000.00	-35,959.37	28.1%
5032 · Annual Drive Expenses	246.00	4,000.00	-3,754.00	6.2%
5033 · Insurance	-13,492.31	16,000.00	-29,492.31	-84.3%
5036 · Miscellaneous Expense	-226.38			
5041 · Health Insurance	11,258.65	18,113.00	-6,854.35	62.2%
5042 · Tech, Equipment & Expenses	1,023.72	4,000.00	-2,976.28	25.6%
5043 · Programming	4,030.01	7,000.00	-2,969.99	57.6%
5044 · Gala Fundraising Event Expense	0.00	10,000.00	-10,000.00	0.0%
5045 · Professional & Consulting Fees	589.52	8,500.00	-7,910.48	6.9%
5046 · Mid Hudson Library Fees	5,376.00	12,500.00	-7,124.00	43.0%



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05/01/23  
Cash Basis

**Starr Institute, Inc.**  
**Profit & Loss Budget vs. Actual**  
**January through April 2023**

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
5048 · Marketing	791.44			
5049 · Professional Development	359.00	1,500.00	-1,141.00	23.9%
6800 · Donations/ Bequests Spending	3,719.76			
9200 · Square/Paypal/Credit Card Fees	151.16	200.00	-48.84	75.6%
<b>Total Expense</b>	<b>199,560.42</b>	<b>613,462.00</b>	<b>-413,901.58</b>	<b>32.5%</b>
<b>Net Ordinary Income</b>	<b>234,679.87</b>	<b>-94,562.00</b>	<b>329,241.87</b>	<b>-248.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Other Operating Income</b>				
Insurance Refund	0.00	9,000.00	-9,000.00	0.0%
4038 · Program's Income	678.05			
7000 · Director's Discretionary Fund	5,197.56			
<b>Total Other Operating Income</b>	<b>5,875.61</b>	<b>9,000.00</b>	<b>-3,124.39</b>	<b>65.3%</b>
8000 · Grant Income	0.00	11,000.00	-11,000.00	0.0%
8100 · Non-Operating Income				
8101 · Endowment/ Bequests	0.00	58,000.00	-58,000.00	0.0%
<b>Total 8100 · Non-Operating Income</b>	<b>0.00</b>	<b>58,000.00</b>	<b>-58,000.00</b>	<b>0.0%</b>
<b>Total Other Income</b>	<b>5,875.61</b>	<b>78,000.00</b>	<b>-72,124.39</b>	<b>7.5%</b>
<b>Other Expense</b>				
<b>Other Operating Expense</b>				
7020 · Director's Disc. Fund Expense	435.99			
<b>Total Other Operating Expense</b>	<b>435.99</b>			
8001 · Grant Expenditure	3,552.32	11,000.00	-7,447.68	32.3%
<b>Total Other Expense</b>	<b>3,988.31</b>	<b>11,000.00</b>	<b>-7,011.69</b>	<b>36.3%</b>
<b>Net Other Income</b>	<b>1,887.30</b>	<b>67,000.00</b>	<b>-65,112.70</b>	<b>2.8%</b>
<b>Net Income</b>	<b>236,567.17</b>	<b>-27,562.00</b>	<b>264,129.17</b>	<b>-858.3%</b>

# DIRECTOR'S REPORT

May 2023

## PROGRAMS

Attendance	Jan	Feb	Mar	Apr
Adult ongoing programs/series/clubs	283	212	429	389
Special events	128	170	181	749
Children's/YA programs	117	144	146	182
Outside groups - reserved rooms	35	50	30	27
Virtual programs	24	21 (incompl)	74	64
<b>Total</b>	<b>587</b>	<b>593</b>	<b>860</b>	<b>1411</b>

Highlights from May:

- **Literary:** Nona Willis Abramowitz, Cait Johnson, David Gonzalez, Memoir Writing Workshop, Book Clubs
- **Partnerships:** Beatrix Farrand Garden, Andersen Center, RCSD Art Show, Rhinebeck Historical Society
- **Performances:** Aesop Bops (sensory-friendly version), Hudson Valley Chamber Musicians
- **Ongoing:** Storytime and Music & Movement have both been so popular that we split into 2 sessions of each and also added an activity called Connect & Play for socializing without a lesson plan. The knitters are working on a group project making blankets for refugees. We also started a monthly activity with Andersen Center for teens and adults with intellectual disabilities. In addition, we continue to have our usual clubs and groups.

Happening soon:

- New Cookbook Club (quarterly on the first Wednesday of the month)

## FUNDING

- **Budget Referendum Prep:** If only board members collect petition signatures, each person would need enough to fill 3.5 sheets, ideally by May 30.
- **Grants:** Michelle submitted a \$35,000 grant application to Sarahana Shrestha's office for technology upgrades to the library. This would be for a wide variety of possibilities – ranging from digging the cables for fiber-based internet to upgrading our overhead

projectors and other equipment to establishing and maintaining cloud storage for our program recordings and digitized local history archives.

- **Bequest:** We have received the first third of the Oppenheim bequest, which was \$56,000.

## BUILDING & GROUNDS

- **Tree work:** Will address later in agenda
- **Accessibility:** I have reached out to Taconic Resources to discuss our accessibility issues. I'm waiting to hear back from Peter Muller or Lisa Terricone.
- **Toilets:** Continue to clog as they have since installed. I'm waiting for an estimate to replace them.
- **Children's Room:** We are planning to rearrange the furniture and remove one of the tall stacks in the middle. This would involve ordering 6 new short bookcases to go under the storytime room windows, at an approximate cost of \$500-\$550 each, not including shipping.

## OTHER

- The NY State Budget passed, with last year's numbers restored but no increase.
- The 2023 NYLA Conference will be Nov 1-4. There is a scholarship for new directors and staff members in their positions for 3 years or less. The member library's board must designate the eligible staff member and authorize the library to apply for this award. This action should be recorded in the board's minutes. I would like for all 3 librarians to attend this year, and if the board approves for me or Michelle to apply for the scholarship, that could subsidize our cost.
- Bloomerang is live. Dagmar and I are figuring out how to use it.
- Local History Room:: The sliding door bookcases have been discontinued. The closest replacement costs about \$2200 each, and we need two to hold the expected additions to the Kelly Collection..
- Staff feature: Michelle's work with writing programs

## SUGGESTED FOCUS FOR THE BOARD

- Upcoming events to promote:
  - Paper Lotus Lantern Making: Sat. June 10, 12-1:30 (ages 12 to adult)
  - First annual Rhinebeck / Red Hook Pride Parade (at Church of the Messiah): Sun. June 11, 2-5
- Trustee Education Series:
  - Trustee Handbook Book Club: Financial Planning & Budgeting: June 20, 5pm  
[REGISTER HERE](#)
- Advocacy action to reduce the number of signatures needed to get on Nov ballot for budget increase: <https://midhudson.org/2023/05/414-petition-signature-bill/>

## PATRON SERVICES

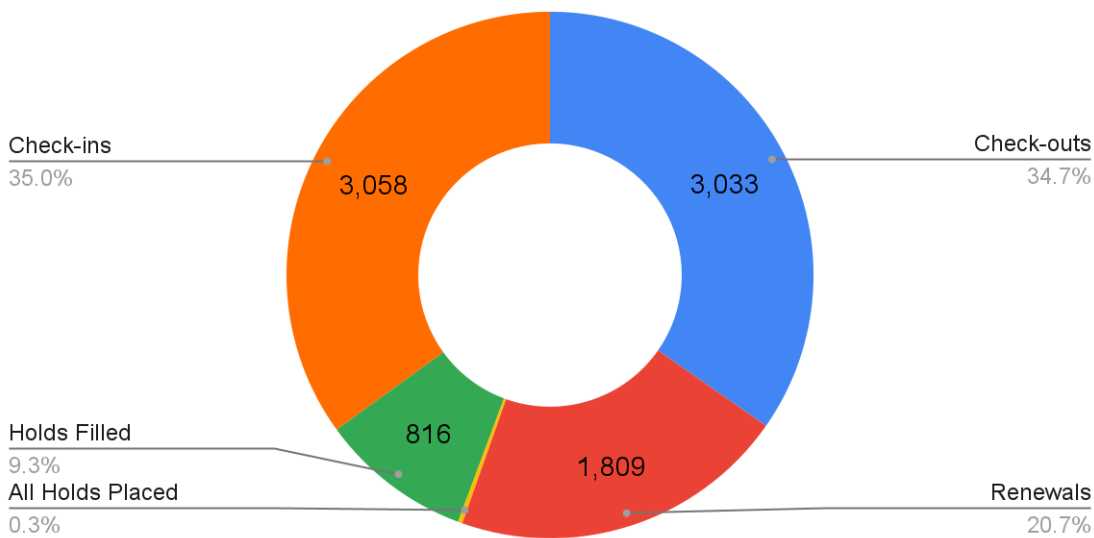
- Coffee stand
- RCSD K-12 art show

## STATISTICS

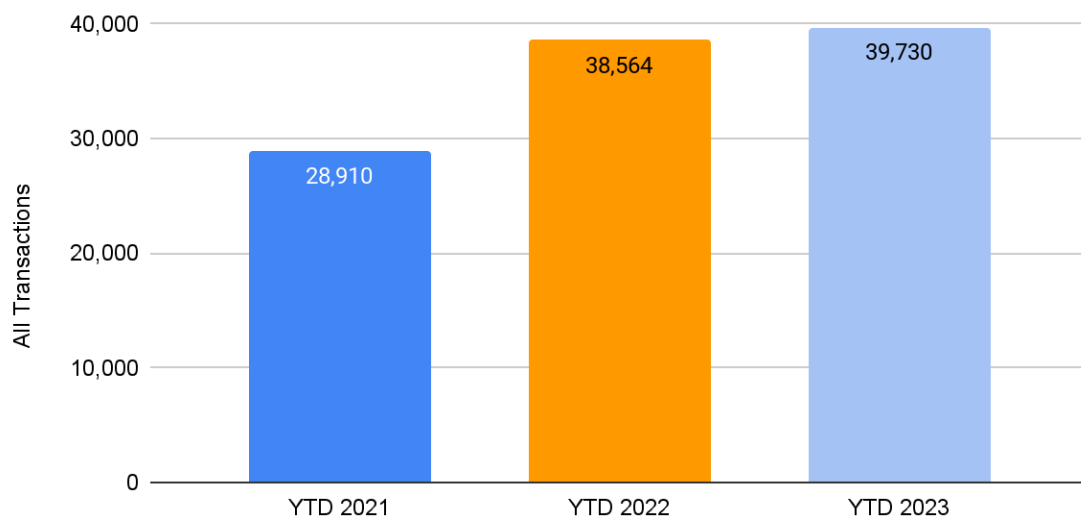
There was a decrease in total transactions from March to April but that happened in 2022 as well. We are still up

### Last Month's Transactions at Rhinebeck Circulation Desk

April 2023 = 8,740 total transactions



### Year-to-Date Comparison: Total Transactions by Location



Total Transactions at Rhinebeck Circulation Desk January 1 - May 15

## **FINANCE COMMITTEE MEETING MINUTES**

Starr Library Finance Committee Meeting May 5, 2023

Attending:

Craig Oleszewski, Andrew Schulkind, David Lavallee, Eve Wood, Mary Oliver, and Jaclyn Savolanien

1. We started by reviewing the role of the finance committee. Primary job is to prepare the budget with the director for presentation to the full board. We also are responsible for the Endowment.
2. We currently have over \$250,000 in our checking account which leaves some of it uninsured by FDIC. We decided to buy a 3 or 6 month Treasury Bill with these funds. This may become policy as we have this situation every year.
3. We will net the 4% withdrawal from the endowment and the 10% of the annual appeal and make one withdrawal. The annual appeal will end at the end of the first quarter, so this transaction should occur in April.
4. We should change the gift acceptance policy by deleting the end of the sentence in A[2] after the words Discretionary Funds.
5. We voted to withdraw \$17,000 from the endowment fund for the extraordinary expenses of the last year.
6. We will review the investment policy, review Wells-Fargo as the manager of the funds and then interview other managers both active and passive.

## **BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES**

May 10th Meeting/ In attendance: David, Julie, Jaclyn, Laura, Craig, Eric

2nd Tuesdays at 5:30 as proposed meeting time going forward.

Parking lot issue:

Re: parking lot Craig spoke about the need for an accessible path that needs to be as close as possible to an accessible entrance

Jaclyn already called Taconic Resources to come out and advise and assess

David brought up the idea of diagonal parking as a safer option

Issue of accessible spots and adding additional spots for more general parking

ADA space in the back will be assessed on Saturday, May 12th - waiting for a revised estimate

Julie mentioned that we should create a timeline or order of operations for upgrades and repairs

Total of 4 spaces disabled parking spaces

Is it required to have an automatic door at every entryway

Flex spots with porous pavers in the back

Propose getting 15 spaces as a good compromise (we could add an additional 28 to the existing 39)

Idea of getting more signage directing to overflow parking

Issue about parking availability - Craig mentioned the idea of renting a golf cart (@\$400 per day).

Committee supports the idea of getting the porous paver parking - gaining 15 spots total

Sun shade sails

We have \$1700 left in grant money (work play grant)

Sun shade as semi permanent/seasonal addition. Sun shade as an accessory to the stage

Spoke about the idea of getting tables and seating (modular)

Craig mentioned we will be needing new gutters in the near future.

Tree removal -

Tree in back has only one limb that is alive. Needs to be removed. Crab apple tree in the front (to the left of entrance) is slowly dying, and needs pruning. Talk of removing crab apple tree, but will delay such action until next year to see how it takes to pruning and care.

Conversation about benches to select for outdoor areas. Jaclyn helped narrow down the selection.

## **PR COMMITTEE MEETING MINUTES**

May 2, 2023

In attendance: Andrew Schulkind, Erin Humbaugh, David Lavalley, Jaclyn Savolainen

### **Fall Benefit**

Working with the Fundraising committee, which Erin chairs, to shape message for the event.

Fundraising committee is working on budget line items, we can help with any copywriting that needs to be done.

### **414 Vote**

Discussion of any materials that need to be prepared for Trustees to go gather signatures. Is it appropriate for us to use social media, library site, Friends, Historical Society, etc.

Public Vote to Support Starr Library Funding

### **Advocacy**

Creating a system to regularly invite state and county legislators and local officials to library events. We discussed this at our last meeting. Who would we target and what would our goals be?

School superintendent.

It's the 414 — telling a story to make the vote about values and the community impact.