

**STARR LIBRARY BOARD OF TRUSTEES**

**68 WEST MARKET STREET**

**RHINEBECK, NY 12572**

**NOTICE OF MEETING Thursday, March 23, 2023, 5:30 PM**

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

**Friends Representative: Steven Frost, President of The Friends**

- I. Call to order and review of agenda: David Lavallee called the meeting to order at 5:30pm.
  
- II. Public Comment Period –  
  
No comments.
  
- III. Minutes from February meeting: David Lavallee 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 – attached

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

- The first two months of the year represent 16.6% proportion of the annual allotment
- *Income:*  
  
A disbursement from the Town of Rhinebeck representing 414 tax levy funds in the total amount of \$394,800 was received.
- The Friends of Starr have contributed \$20,006.50 to date this calendar year, which is 80% of what was budgeted for the entire year. He acknowledged the great contribution from The Friends and valuable support for programs, large print books, digital and printed media, drinking water and the many other things that they so generously provide to the Starr Library.
- The Current Drive has raised \$12,693, exceeding the proportional annual amount by about 38%. Craig noted that although this was a very good result, the annual campaign will trickle off in the coming months and will not pick up again until the end of the year when next year's drive begins. Current Drive contributions were down to about \$750 for the month of February. He further noted that the expectations are that the Current Drive income amount will level off at about \$15,000 until it increases again in the fall.
- *Expenses:*  
  
Payroll continues to be the largest draw on the budget but the period presented sees the total payroll number coming in at less than \$100 under the budgeted proportion for this period.

- Starr Library spent a little more than the proportional amount on some items (books, programming and insurance) and a little less on others (Utilities, Tech, Fundraising) but this is a function of how those expenses are incurred in the year. All expenses were within the annual budgeted amounts.

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 March including the Literary program, partnerships with organizations such as Rhinebeck History Trivia at Kroeg, All Abilities Story and Craft Program with Anderson Center, Nerds at Night with Megabrain Comics, Bard Lifetime Learning Ikebana series and Hudson Valley Pattern for Progress Community Assessment, and a number of other special events and ongoing programs,
- Events in the near future such as Make your own Gardeners' Lotion Bar,
- Fundraising, including grants, a request made to The Friends for a summer reading program and an unexpected bequest from Mr. Steph Oppenheim with partial payment of \$56,000 expected to be received in April. Jaclyn also spoke about preparation for work in connection with the Starr Library's upcoming request to the residents of the Town of Rhinebeck for increased funding under Chapter 414 of the NYS Education Law by which libraries in the State of New York secure tax funding through a public vote.
- An update on certain building and grounds initiatives such as an update in technology, the teen zone, the children's area and accessibility,
- The four page Annual Report to the Community printed and available for patrons, insurance and suggested focus items for the Trustees, and
- Statistics for the month of February.

A discussion ensued among the Trustees about the above topics. All questions asked were appropriately answered.

#### VI. The Friends' Report

- A. Steven Frost reminded the Trustees about the upcoming book sale on April 21-22. 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 –

**Fundraising:** Erin reported to the Trustees of plans to focus on the upcoming 414 vote discussed previously and the capital campaign period. She noted that she was planning on forming a steering committee, comprised of both Trustees and community members, which would meet once a month to discuss fundraising matters. The Trustees then discussed possible dates for the Starr Library Birthday Party Event. A discussion ensued among the Trustees as to the planning needed for the event and seasonal calendar considerations to be mindful of in choosing a specific date. After consideration of a number of factors by the Trustees, a motion was made as to targeting September 23rd as the Birthday Party Date, which motion was seconded and passed unanimously.

**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 among the Trustees background information on maintenance of the facility generally and ongoing planning. Discussion also ensued on the Library's banking relationships and recommendations to consider from a risk perspective. Jaclyn further discussed with the Trustees estimates for ADA compliance, the book drop location and benches in front of the entrance. A discussion ensued and all questions asked were appropriately answered. A motion was made to approve the Report, which motion was seconded and passed unanimously.

**Nominating Committee:** David reported that given overlapping roles of various Committees, he recommended that the Executive Committee, Governance Committee and Personnel Committee be combined into one Committee, the Governance Committee. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve such combination, which motion was seconded and passed unanimously. David noted to the Trustees that the Governance Committee had met on the previous day to review the personnel handbook and make recommendations of changes to the Trustees for consideration at a meeting in the future. A discussion ensued and all questions asked were appropriately answered.

David then reported on the Nominating Committees review of potential candidates for two Trustee seats. David noted to the Trustees that the Committee received six applications and interviewed three candidates. He further noted that all the candidates were of high quality and that the Starr Library was fortunate to have such an interest from the community. The Committee's recommendation was to propose two candidates, Laura Reid Charles and Eve Wood, both of whom were present at the meeting to meet the Trustees and to answer questions. Laura, a well-experienced interior designer and daughter of a public librarian, spoke about her younger days of assisting her mother in the library and belief that a library is an essential part of the community. She also spoke about her involvement with the Rhinebeck Soccer Club and the experience that has given her with the youth community. Eve is a former professor and now a seasoned executive and leadership coach to high performing leaders and active in the Rhinebeck community since moving to Rhinebeck a couple of years ago. She also noted her experience with the Mid-Hudson Region, Institute for Family Health. She expressed her interest in assisting the Trustees in a host of endeavors and spoke about the importance of all organizations adapting to the post-COVID world.

A discussion ensued with each of the candidates and all questions asked were appropriately answered.

The candidates left the room so that the Trustees could discuss each candidacy further and vote on their respective appointments. A discussion ensued and all questions asked were appropriately answered.

A motion was made to approve Laura as a Trustee, which motion was seconded and unanimously approved. A second motion was made to approve Eve as a Trustee which motion was seconded and unanimously approved. Each candidate's term would commence on April 1, 2023.

Both Laura and Eve reentered the meeting for the balance of the session.

IX. Ad Hoc Committee Reports –

NONE

X. Correspondence

Jaclyn noted that there was a positive posting on Instagram by an author whose book was on display at Starr, which posting delighted many.

XI. Old Business

Building Expansion –

David reported that certain information, including a floorplan, has been requested with respect to the old Bulkeley Middle School in order to appropriately evaluate such location as library space. The Trustees agreed that until such information was received, the Board would not be able to have a meaningful discussion. It was noted that the Bulkeley Middle School was no longer being considered as temporary space in the event the current library building is expanded and the library is forced to move to a temporary location during construction. A discussion ensued and all questions asked were appropriately addressed.

New Business –

Jaclyn then led a Board discussion of the upcoming 414 proposition to be placed on the Town's ballot for the contribution of tax funds to the Starr library. Jaclyn explained to the Trustees the process between now and election date and the need to decide on an amount to be requested. Jaclyn noted to the Trustees that the Starr Library received \$394,800 from the Town of Rhinebeck as funding. She also informed the Trustees that for libraries in the Mid-Hudson Library System, approximately 88% of such libraries' budget is supported by tax dollars whereas the Starr Library's tax support is approximately 64% of its annual budget. A discussion ensued and all questions asked were appropriately answered. Topics included in the discussion included the comparison of Starr Library's tax support as compared to other libraries, the increase in expenses caused by market and economic conditions, and the desire to be mindful of any increase in the tax levy on the residents of the Town of Rhinebeck. Jaclyn noted that an increase of \$70,000 would be approximately 76% of the Starr Library's annual budget, still well below the average of libraries in the Mid-Hudson System. Such increase would amount to an increase of approximately \$10.00 per \$300,000 assessed property. A motion was made to approve a request of \$70,000 on the ballot, which would override the tax cap, which motion was seconded and unanimously approved.

XII. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:20p.m.

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