

Next Meeting Date **July 27, 2023, 5:30 PM**

PRIOR MEETING MINUTES FOR APPROVAL

SUBJECT TO APPROVAL AND REVISION

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, May 25, 2023, 5:30 PM

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

Trustee Absent: Eric Steinman

Friends Representative: Stephen Frost, President of The Friends

- I. Call to order and review of agenda: David Lavallee, Chair, called the meeting to order at 5:30pm.
- II. Public Comment Period –

No comments.

- III. Minutes from April 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 April 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents four months of the year and 33.3% of the budget. His main points were as follows:

- *Income:*

Total income was approximately 83.7% of the annual budget for the period to date.

The Friends of Starr have contributed to date \$24,081 of its annual \$25,000 projected contributions. 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 approximately \$14,000.00 in 2023 (approximately 26% of annual projections). Craig noted that this amount is unlikely to change significantly but will escalate in 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 and front-loaded costs related to payroll. Expenses for utilities were lower than budgeted due to warmer weather conditions but Craig noted that air-conditioning during the summer months could have an impact on such budget savings. Craig also noted that Starr is underspending on the book budget and overspending on programs which have become very popular and have created a strong attraction to the library. He also noted the receipt of an insurance refund which will have less of an impact in the financial reporting as the year progresses but will still be a positive for the year. Lastly, Craig reported that the endowment was approximately \$1.4m, up \$70,000 from the prior month.

A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the Treasurer's Report, which motion was seconded and unanimously approved.

- 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:

- Programs continued to be very popular at Starr, many of which were highlighted in the Director's Report. Jaclyn mentioned the new Cookbook Club as an example of Starr continuing to be successful in its goal of offering a diverse group of programs.
- Jaclyn reported that Starr received \$56,000.00, representing the first third of the Oppenheim bequest.
- Jaclyn also reported that she continues to focus on accessibility issues and that she was having difficulty getting Taconic Resources engaged to assist. She will continue her efforts.
- Jaclyn further updated the Trustees on certain plumbing issues which continued to persist. A discussion ensued and all questions asked were appropriately answered. A motion was made to authorize the expenditure of up to \$3,000.00 to scope the problem and purchase a new toilet. Such motion was seconded and unanimously approved.
- Jaclyn reported that Michelle Montalbano had submitted a \$35,000.00 grant application for technology upgrades covering a range of possibilities, including the digging of cables for fiber-based internet.
- Jaclyn then discussed the Library's Memoir Writing Workshop which has become a waiting-list only program given its popularity. She introduced Michelle Montalbano who was leading the workshop. Michelle discussed the workshop with the Trustees. Jaclyn noted to the Trustees that Michelle had applied to Bard for a scholarship on Life writing and received a nearly full scholarship for all but \$500.00 of the tuition. Jaclyn stated that she intended to use \$500.00 of the Director's Discretionary Fund for professional development for the balance of such tuition. The Trustees unanimously supported such expenditure and thanked Michelle for all her efforts on the Memoir Writing Workshop and the Starr's programs generally.
- Jaclyn also reported that the 2023 NYLA Conference will be held in early November. A discussion ensued among the Trustees about the importance of Starr Library's presence at the Conference. Jaclyn requested that all three librarians attend the conference. A motion was made to approve the attendance of all three librarians, which motion was seconded and unanimously approved. A second motion was made to approve applying for a scholarship for Jaclyn (which is available for new directors and staff members in their positions for three years or less) and the expenditure of \$250.00 for Michelle's attendance, which motion was seconded and unanimously approved.
- Jaclyn noted for the Trustees certain upcoming events such as the Paper Lotus Lantern Making Set on June 10th and the First Annual Rhinebeck / Red Hook Pride Parade on Sunday, June 11th. She also noted to the Trustees the advocacy action to reduce the number of signatures needed to get on the November ballot for the budget increase and how to access the website.
- Statistics for the month of April were included in the Director's Report.

A further 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 Friends were already gathering books for the next book sale. Jaclyn noted that at the last Friends meeting \$1,800.00 had been approved for electrical work and painting of the teen area, as well as \$1,500.00 for large print books. 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.

Standing Committee Reports –

Finance Committee: Craig reported on the Finance Committee's report, which report had been previously provided to the Trustees in advance of the meeting. Craig described the role of the Committee, the primary responsibility of which is to prepare the budget, working with the Director, for presentation to and approval by the Trustees. Craig then discussed cash management and reduction of risk to the Starr's funds given the amount held in a single banking institution. Craig reported that the Finance Committee recommends to the Trustees that certain funds be used to purchase short-term Treasury bills, depending on the cash needs of Starr, which would thereby reduce the amount of cash held in a single bank account and possibly not

protected by FDIC insurance. Such financial planning would also provide Starr with earned interest over time. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to authorize the Treasurer, after consultation with the Director and President of the Board, to purchase short-term Treasury bills after taking into account the spending patterns and needs of Starr, with the Treasurer providing updates to the Trustees on any such purchases. Such motion was seconded and unanimously approved.

Craig further reported that the Finance Committee recommends to the Trustees the withdrawal of \$17,000.00 from the endowment fund for extraordinary expenses incurred last year. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to withdraw such funds for deposit in Starr's bank account, which motion was seconded and approved. Lastly, Craig noted that the Finance Committee will be reviewing Starr's investment policy, the manager and the possibility of new managers.

A further discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the Finance Committee's report, which motion was seconded and unanimously approved.

Governance Committee: David Lavalley reported that the Governance Committee, which had met on the previous day, reviewed the By-laws and the Conflict of Interest Policy, both of which have been distributed to the Trustees for review. Discussion of the By-laws and the Conflict of Interest Policy will occur at the next Trustees' meeting. David also noted that the Funding Committee has been replaced by the Benefit Committee as an Ad Hoc Committee.

Building and Grounds: Jaclyn provided the Trustees with the B&G Report, which report was provided to the Trustees in advance of the meeting. Jaclyn discussed the parking lot plan to add 15 parking spots to the current availability. She reminded the Trustees that both the planning boards of the Village and Town of Rhinebeck would need to approve. She also updated the Trustees as previously mentioned on her initiatives to improve accessibility which is a very high priority. Other items from her report included the purchase of a new bench for the front of the building and tree pruning. A discussion ensued among the Trustees and all questions asked were appropriately answered.

VIII. Ad Hoc Committee Reports –

Benefit Planning: Erin reported that the Committee continues to develop ideas for the Starr Library Birthday Party Event preliminarily scheduled to be held in September. Topics discussed included the theme of the event, location, food, ticket prices, the possibility of an auction and music, among other items. A discussion ensued among the Trustees and all questions asked were appropriately answered.

IX. Correspondence

None.

X. Old Business

- **Building Expansion –**

David reported on a visit he and Jaclyn 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. Included in topics discussed by the Trustees were certain reported perceptions of members of the community about the library's future space needs, and the process of the Trustees in undertaking its decision making on expansion plans, the view given that since a number of the Trustees are new to the Board, a more fulsome discussion of current and past deliberations and sharing of prior materials presented to Trustees would be helpful to level set for decision making purposes. Also discussed was the desire to learn more about the future needs and role of libraries generally. The Trustees agreed that the Ad Hoc Expansion Committee should review and consider the results of the Long-Range Planning process, including previous surveys, in its deliberations. Because the Board's membership has

changed considerably since the Ad Hoc Committee was originally constituted, the President of the Board asked for additional volunteers to join such committee. The Board anticipates a meeting of the committee soon. It was agreed that the Trustees would continue to engage in discussion on the topic of the building's expansion plans (including other alternatives) and that prior materials prepared for the Board would be distributed to all Trustees

- **Update on Tax Funding (AKA 414)**

A motion was made to approve the following resolution which was seconded and unanimously approved:

NOW, THEREFORE BE IT RESOLVED that, pursuant to the General Municipal Law Section 3-c(5), the Board of Trustees of the Starr Library overrides, for the purpose of the Starr Library 2024 Fiscal Year Budget, the tax levy limit imposed by Municipal Law Section 3-c(3).

Reference was made to the prior discussions held by the Trustees on this topic and the resolutions passed at such time.

- **Municipal Vote preparation –**

Jaclyn discussed the status of the obtaining the appropriate number of signatures and all the great work in that regard by a number of the Trustees. A discussion ensued among the Trustees and all questions asked were appropriately answered.

- **Historical Room Capacity-**

As previously reported, Jaclyn noted to the Trustees that additional shelving was needed to store materials to be generously donated by Arthur and Nancy Kelly. A discussion ensued and all questions asked were appropriately answered. A motion was made to authorize the expenditure of up to \$6,000.00 to purchase two additional cabinets. Such motion was seconded and unanimously approved.

- **Charter Revision-**

Jaclyn reported that she had received earlier that day the long-awaited approval to merge the Starr Institute, Inc. and the Starr Institute. A discussion ensued among the Trustees and all questions asked were appropriately answered. Jaclyn stated that the requisite paperwork would be completed and that the Trustees would hold a special meeting of the Board on June 22nd for approval.

XI. New Business –

- **Conflict of Interest Policy –**

David reported that the Conflict of Interest Policy previously distributed to all the Trustees would be discussed at the next Board meeting.

- **ADP**

Jaclyn recommended the move to ADP for workman's compensation. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve ADP which motion was seconded and unanimously approved.

XII. Public Comment Period

Dr. Julie Zito commended the Trustees and the Director on the growth and popularity of Starr's programs. The Trustees and the Director thanked her for her kind remarks and participation.

XIV. Adjournment

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

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

TREASURER'S REPORT

INCOME VS. EXPENSES

11:58 AM
06/06/23
Cash Basis

Starr Institute, Inc. Income & Expense May 2023

	May 23
Ordinary Income/Expense	
Income	
4002 · Friends of Library	3,301.00
4019 * · Fines/Copier/Rental	
4021 · Copier Fees	173.25
Total 4019 * · Fines/Copier/Rental	173.25
4031 · Contributions-Current Drive	100.00
4052 · Interest & Dividend Income	42.55
Total Income	3,616.80
Expense	
5000 · Total Payroll Expenses	
Payroll Processing	83.11
Payroll Taxes ADP	7,989.95
5010 · Salaries & Wages	
Net Payroll ADP	20,167.86
Total 5010 · Salaries & Wages	20,167.86
Total 5000 · Total Payroll Expenses	28,240.92
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	1,231.51
Total 5007 * · Supplies/Other	1,231.51
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	2,771.98
5038 · Trash Removal	82.53
Total 5008 * · Maintenance/Garbage	2,854.51
5009* · Utilities	
5034 · Telephone	446.82
5037 · Electricity	1,145.01
Total 5009* · Utilities	1,591.83
5020 · Accounting	900.00
5030 · Books	2,836.28
5036 · Miscellaneous Expense	0.00
5041 · Health Insurance	2,251.73
5043 · Programming	690.50
5045 · Professional & Consulting Fees	393.97
5048 · Marketing	60.00
6800 · Donations/ Bequests Spending	970.84
9200 · Square/Paypal/Credit Card Fees	13.38
Total Expense	42,035.47
Net Ordinary Income	-38,418.67
Other Income/Expense	
Other Income	

11:58 AM
06/06/23
Cash Basis

Starr Institute, Inc.
Income & Expense
May 2023

	May 23
Other Operating Income	
4040 · Donations for Books	153.55
7000 · Director's Discretionary Fund	215.14
Total Other Operating Income	368.69
8100 · Non-Operating Income	
8101 · Endowment/ Bequests	51,000.00
Total 8100 · Non-Operating Income	51,000.00
9000 · Restricted Donations	5,000.00
Total Other Income	56,368.69
Other Expense	
Other Operating Expense	
7020 · Director's Disc. Fund Expense	111.49
Total Other Operating Expense	111.49
8001 · Grant Expenditure	1,792.55
Total Other Expense	1,904.04
Net Other Income	54,464.65
Net Income	16,045.98

BUDGET VS. ACTUAL

12:00 PM
06/06/23
Cash Basis

Starr Institute, Inc.
Budget vs. Actual
January through May 2023

	Jan - Ma...	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	27,319.50	25,000.00	2,319.50	109.3%
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	483.20			
4022 · Overdue Fines	227.42			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
Total 4019 * · Fines/Copier/Rental	710.62	1,500.00	-789.38	47.4%
4031 · Contributions-Current Drive	14,642.67	55,000.00	-40,357.33	26.6%
4052 · Interest & Dividend Income	159.21	600.00	-440.79	26.5%
Total Income	437,857.09	518,900.00	-81,042.91	84.4%
Expense				
5000 · Total Payroll Expenses				
Payroll Processing	1,390.21			
Payroll Taxes ADP	50,150.59			
5010 · Salaries & Wages				
Net Payroll ADP	123,927.18			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
Total 5010 · Salaries & Wages	123,927.18	400,449.00	-276,521.82	30.9%
Total 5000 · Total Payroll Expenses	175,467.98	400,449.00	-224,981.02	43.8%
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	3,089.19			
5040 · Supplies	0.00	6,000.00	-6,000.00	0.0%
Total 5007 * · Supplies/Other	3,089.19	6,000.00	-2,910.81	51.5%
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	15,595.23			
5038 · Trash Removal	631.01			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
Total 5008 * · Maintenance/Garbage	16,226.24	42,000.00	-25,773.76	38.6%
5009* · Utilities				
5034 · Telephone	2,213.03			
5037 · Electricity	5,203.35			
5039 · Water	126.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
Total 5009* · Utilities	7,542.38	33,200.00	-25,657.62	22.7%
5020 · Accounting	1,500.00			
5021 · Fund Raisg Exp	2,686.20			
5030 · Books	16,876.91	50,000.00	-33,123.09	33.8%
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	0.00			
5041 · Health Insurance	13,510.38	18,113.00	-4,602.62	74.6%
5042 · Tech, Equipment & Expenses	1,023.72	4,000.00	-2,976.28	25.6%
5043 · Programming	4,720.51	7,000.00	-2,279.49	67.4%
5044 · Gala Fundraising Event Expense	0.00	10,000.00	-10,000.00	0.0%
5045 · Professional & Consulting Fees	983.49	8,500.00	-7,516.51	11.6%
5046 · Mid Hudson Library Fees	5,376.00	12,500.00	-7,124.00	43.0%

12:00 PM
06/06/23
Cash Basis

Starr Institute, Inc.
Budget vs. Actual
January through May 2023

	Jan - Ma...	Budget	\$ Over Budget	% of Bud...
5048 · Marketing	851.44			
5049 · Professional Development	359.00	1,500.00	-1,141.00	23.9%
6800 · Donations/ Bequests Spending	4,690.60			
9200 · Square/Paypal/Credit Card Fees	164.54	200.00	-35.46	82.3%
Total Expense	241,822.27	613,462.00	-371,639.73	39.4%
Net Ordinary Income	196,034.82	-94,562.00	290,596.82	-207.3%
Other Income/Expense				
Other Income				
Other Operating Income				
Insurance Refund	0.00	9,000.00	-9,000.00	0.0%
4038 · Program's Income	678.05			
4040 · Donations for Books	153.55			
7000 · Director's Discretionary Fund	5,412.70			
Total Other Operating Income	6,244.30	9,000.00	-2,755.70	69.4%
8000 · Grant Income	0.00	11,000.00	-11,000.00	0.0%
8100 · Non-Operating Income				
8101 · Endowment/ Bequests	51,000.00	58,000.00	-7,000.00	87.9%
Total 8100 · Non-Operating Income	51,000.00	58,000.00	-7,000.00	87.9%
9000 · Restricted Donations	5,000.00			
Total Other Income	62,244.30	78,000.00	-15,755.70	79.8%
Other Expense				
Other Operating Expense				
7020 · Director's Disc. Fund Expense	547.48			
Total Other Operating Expense	547.48			
8001 · Grant Expenditure	5,118.49	11,000.00	-5,881.51	46.5%
Total Other Expense	5,665.97	11,000.00	-5,334.03	51.5%
Net Other Income	56,578.33	67,000.00	-10,421.67	84.4%
Net Income	252,613.15	-27,562.00	280,175.15	-916.5%

DIRECTOR'S REPORT

June 2023

PROGRAMS

Attendance	Feb	Mar	Apr	May
Adult ongoing programs/series/clubs	212	429	389	276
Special events	170	181	749	272
Children's/YA programs	144	146	182	434
Outside groups - reserved rooms	50	30	27	17
Virtual programs	21 (incompl)	74	64	64 (est)
Total	593	860	1411	1063

Highlights from June:

- **Literary:** Foodie Memoir Club, Elaine Colandrea & Erik Kiviat (Celebrating Inner and Outer Landscapes), Elizabeth Clarke & Ann Sandri (History of the Poughkeepsie Regatta), Memoir Writing Workshop, Book Clubs
- **Fun & Education:** Rhinebeck Red Hook Pride Celebration, Korean Lotus Lantern Workshop, Avoiding Scams, Lunchtime Learning at Beatrix Farrand Garden, Historic Samplers Survey (Rhinebeck Historical Society), Quena Workshop
- **Outside Groups:** Rhinebeck Democrats Club, Rotary, Town Planning Board, League of Women Voters, La Leche League

Happening soon:

- Author Talk with Claudia Cravens: Wed., June 28, 6-7pm

Summer Stage Schedule

July 8th, 2:30-3:30pm - Summer Reading Kickoff Picnic and Book Buddy Matching

July 15th, 2pm - Nutty Scientists Hudson Valley in Castaways

July 22nd, 3pm - Storycrafters

July 29th, 2-3pm - Chris Merwin's World Music

August 5th, 2-3pm - World of Animal with Robinson's Wildlife Lectures

August 12th, 2-3pm - Magic Show with Zach Alexander

August 19th, 2-3pm - Summer Reading Bookend Party at Black Snake

- FIELD DAY!!
- Featuring local honky tonk band The Ulsterados

PATRON SERVICES

- Michelle rode our Book Bike for its maiden voyage into town for the Pride Celebration and I followed her with a one-car motorcade to protect her from cars. It worked great and got lots of positive attention! We signed up a few people for library cards, checked out a few books, handed out many bookmarks and had great conversations with community members.
- Displays on Pride, Juneteenth, new purchases from Oblong

FUNDING

- **Budget Referendum:** I ask that the board makes a resolution to endorse the petition signatures gathered in support of the ballot proposition, "SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF RHINEBECK FOR THE OPERATING BUDGET OF THE STARR LIBRARY BE INCREASED BY SEVENTY THOUSAND DOLLARS (\$70,000) TO THE SUM OF FOUR HUNDRED SIXTY-FOUR THOUSAND EIGHT HUNDRED DOLLARS (\$464,800) ANNUALLY?"
- **Grants:** Arts Mid-Hudson awarded Starr with a \$5,000 grant for a series of local author talks and local performers. We did not get the technology grant from Sarahana Shrestha's office.

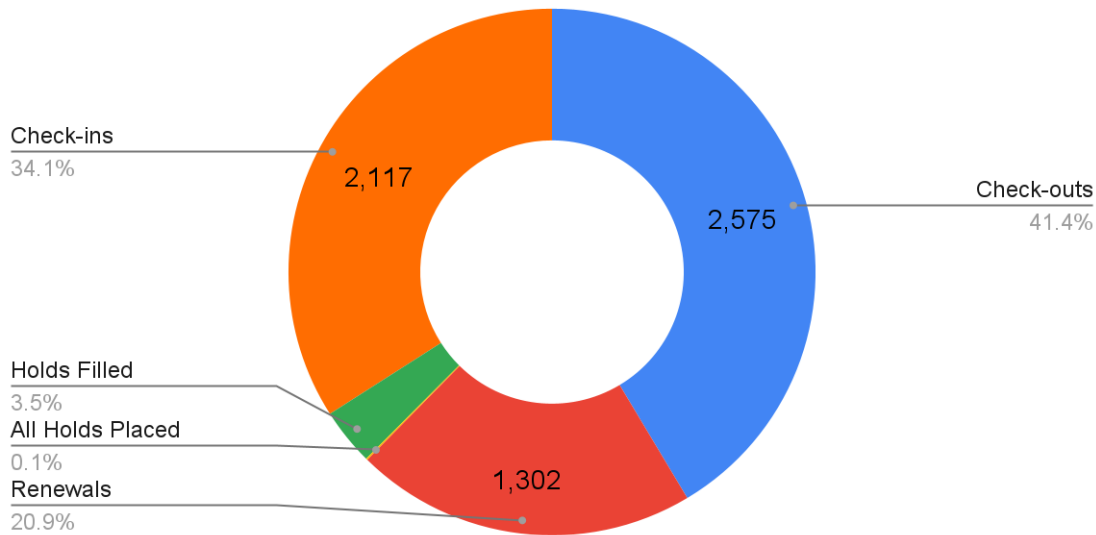
SUGGESTED FOCUS FOR THE BOARD

- Upcoming events to promote:
 - Summer Stage events and Book Buddies
- Trustee Education Series:
 - Trustee Handbook Book Club: Financial Planning & Budgeting: June 20, 5pm
[REGISTER HERE](#)

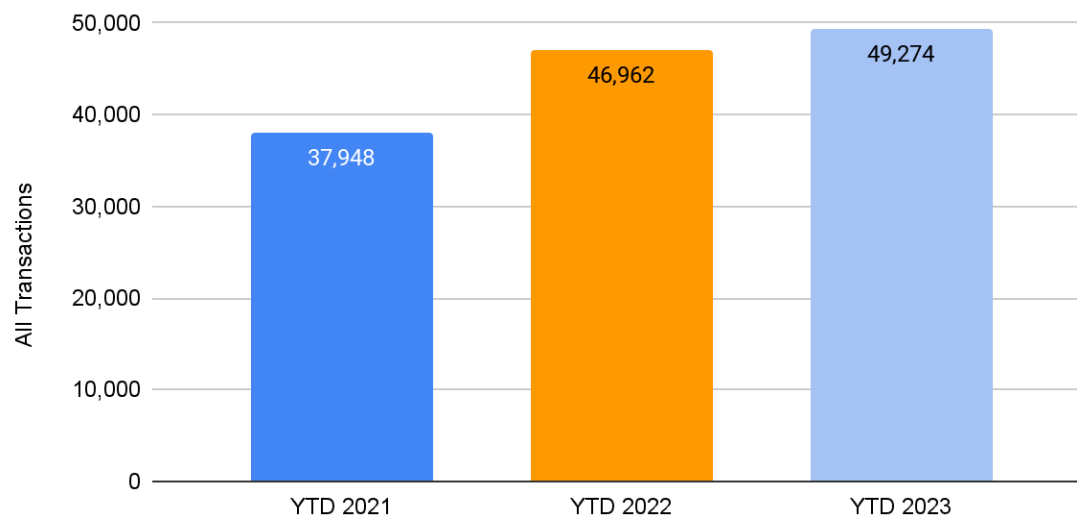
STATISTICS

Last Month's Transactions at Rhinebeck Circulation Desk

May 2023 = 6,217 total transactions



Year-to-Date Comparison: Total Transactions by Location



Total Transactions at Rhinebeck Circulation Desk January 1 - June 15

TREASURER'S NOTES

Treasurer's Notes

Based on figures through the end of May for the June meeting

The proportional budget amount is 41.66% (5/12) and major expense amounts are tracking at or close to that proportion as was the case in months prior.

Starr made a significant deposit of \$51,000 into the endowment and another \$5,000 deposit into the M&T Capital Account. This is the first installment of a very generous bequest. Starr also received a very generous \$3,000 from the Friends of Starr.

Starr received a check from the endowment for the 4% annual withdrawal. This will go into the Rhinebeck Savings checking account. We will draft a deposit consisting of the 10% from the Annual Campaign to put back into the endowment as a separate transaction. A third transaction will consist in getting a check from the endowment to deposit in the M&T account. This is the amount of the extraordinary withdrawal that was considered at the last meeting.

Current checkbook balance for Starr Rhinebeck Savings account is \$272,000

Balance at M&T is \$37,000

Endowment value (before transactions mentioned above) stands at \$1.49 M

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

Buildings & Grounds Committee Minutes

June 13, 2023

In Attendance: Julie Zito, Craig Oleszewski, Laura Selicar, Jaclyn Savolainen and Eric Steinman

Agenda topics to discuss:

Updates:

Toilets - toilet problems, plumber came. Paper towel blockage. Need a quote on electric hand dryer. Single toilet needed to be replaced.

Julie raised a question about whether toilets are ADA compliant

Craig wanted to know how wide the waste pipe is.

Approval of air dryers.

Tree work (scheduled for 6/23)

Scheduled for day after the board meeting (on Friday). Taking down a lot more than initially thought. Additional trimming. Crab apple in front.

Bench (1 installed, 1 is waiting for Friends approval)

To the left of the front door. If the Friends approve, we will get another on the other side.

Picnic tables - friends did not approve. Tables outside CVS were relocated to Lions Park and Crystal Lake. Need to purchase tables along the north side of the property.

Question about the necessity of a garbage can. In order for Friends to pay, we need to wait until July to get approval. \$2400 for two tables (not including shipping).

Address the memorandum and process to get approval as we would like to act on this sooner than later to have something for the summer.

Teen zone -furniture is done. Sign is up, advertise the space. Neon. Something that marks the space. Sign would ideally be donated. Talk about raising awareness

Maybe target middle schoolers.

Talk about a September/October promotional event.

Coffee station - its here. Not yet popular

Parking lot - next week, someone will patch the gap to make it usable.

Existing disabled spaces are not in ideal spots - says Craig

Flag & rope replaced

New Work:

Proposal to change layout in children's room - hoping Laura Charles as interior designer can consult. Cristian Mundigo has ideas about how this space works. He wants to try a color scheme in the east side of the room and replace existing light fixtures. It's an experiment. Stop gap effort.

Bookcases would move and at least one would be removed. 24 shelves to be taken care of. Low bookshelves by the interior bank of windows. Open up the middle of the room. Tremendous amount of moving - a lot of work. Get Laura and Cristian at the same time to consult. No timeline yet as to when the work might be done.

Proposal to accept donation to cover work for repainting and changing lighting in the SE corner of the children's room

Emergency & Disaster Preparedness Plan rewrite

Jaclyn is revising the preparedness plan and Julie requested to see existing and revision, along with how it might address ADA concerns.

Proposal to add panic button - our Alarm company is Doyle, it would cost \$250 total. Behind the counter.

GOVERNANCE COMMITTEE MEETING MINUTES

STARR LIBRARY BOARD OF TRUSTEES GOVERNANCE COMMITTEE 68 WEST MARKET STREET

RHINEBECK, NY 12572

Thursday, June 8, 2023, 5:30 PM

Members Present: Valerie Jacob, David Lavalley, Craig Oleszewski, Laura Selicar, and Director Jaclyn Savolainen.

- I. Call to order and review of agenda: David Lavalley called the meeting to order at 5:30 p.m.
 - II. Recommendation to the Board of Trustees -
David discussed the Freedom to Read and Freedom to View endorsements and recommended that the agenda for the June Board of Trustees included approval. A discussion ensued and all questions were appropriately answered. All members agreed.
 - III. Jaclyn then led a discussion of various safety and other policies, including the Disaster Plan, AED Response Plan and Information on Electrical Power Outages. The Members of the Committee discussed with Jaclyn each of the policies and offered suggestions to Jaclyn for implementation of the policies. Topics included emergency actions, airborne infections, continuity and active shooter
 - IV. response, among others. The Members agreed that the Director should implement the overall goals of the Board in connection with each of the policies. Next steps were discussed and the Members each agreed that Emergency and Disaster Preparedness would be presented at the next meeting of the Board of Trustees for discussion and then subsequent approval, reflecting such discussion, at the July Board of Trustees meeting. Conflict of Interest Policy – the Members of the Committee approved presenting the policy to the Board of Trustees for approval at the June 22, 2023 meeting. Future Review – The Committee agreed that its goal is to review all the policies of Starr Library, with the focus for the next meeting to include financial reporting and systems policies. A discussion ensued among the members and all questions asked were appropriately answered.
- Adjournment
- A motion was made to adjourn, which motion was seconded and unanimously approved at 6:45 p.m.

ATTACHMENTS

BYLAWS OF STARR LIBRARY

Starr Library Mission Statement

Starr Library provides access to the highest quality library services and programming enriching our lives and building community.

Preamble

The Board of Trustees (hereinafter designated as the "Board") of The Starr Institute, d/b/a/ Starr Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated December 11, 2012, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

Bylaws

I. NAME OF ORGANIZATION

The name of the organization shall be the Starr Institute, d/b/a Starr Library.

II. PURPOSE

The purpose of the organization is to provide superior library service to the community of Rhinebeck.

III. FISCAL

The fiscal year of the library shall be the calendar year.

IV. BOARD OF TRUSTEES

The library shall be governed by a Board of Trustees. The Board shall consist of 9 members (pending approval of Charter revision), elected for terms of three years each. Newly elected members will take office at the January meeting.

- Eligibility for office shall be those adults residing, owning property or working within the geographical limits of the town or those adults with skills competencies or knowledge of value to the library.
- Absence from three consecutive meetings (without written approval by the Board President) shall constitute automatic removal from the Board. The President shall inform the absent Board Member in writing that he/she is no longer on the Board.

C. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.

- Each Trustee shall have one vote, irrespective of office held.
- A Trustee must be present at a meeting to have his/her vote counted.
- All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

V. OFFICERS

- The officers of the Board shall be the President, Vice President, Secretary and Treasurer, elected annually by the Board at the December meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.
- The duties of such officers shall be as follows:

1. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex officio voting member of all committees, and generally perform all duties associated with that office. The President shall submit an annual report of the previous year to the Board at the January meeting.

2. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

3. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

4. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as are generally associated with that office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate. The Treasurer shall submit a year-end financial report. **The Assistant Treasurer, a staff member, will prepare materials as required**

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by the Treasurer and have other duties as necessary for the financial aspects of the library's operations.

VI. DIRECTOR

- The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
- The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or compensation is to be discussed or decided.
- The Director is an **ex officio** member of all committees. The Director will recuse herself/himself when the Board deliberates his/her evaluation and/or compensation and the nominating committee discusses potential trustee appointments.

VII. ELECTIONS

- At the regular November board meeting the Nominating Committee shall present a slate of trustees including new members and those whose terms expire at end of year for election at the December meeting. Nominations may be made from the floor. Newly elected trustees shall take office at the Annual Meeting in January.
- Trustee terms shall be staggered so that each year approximately one-third of the trustees shall be elected for a three-year term. No elected trustee shall be eligible for more **than** two consecutive terms, except after an elapsed interval of at least one year. At any meeting, the Board shall have the power to fill a vacancy. A trustee so elected or appointed shall be eligible, at the end of that year, for election to two three-year terms.
- At the December Meeting, the Nominating Committee shall present a slate of officers for election at that meeting. Nominations may be made from the floor. Acceptance by a majority of the Board shall be required for election.

VIII. COMMITTEES

The President and the Director shall be, ex officio, members of all committees (with the exception vide supra). Unless otherwise specified, committees shall consist of three or more trustees, appointed by the President. All committee chairs shall be Board members.

A. Committees of the Board.

Committee Members will be appointed at the February meeting. Committee chairs shall present annual reports at the December meeting or as needed. Community members other than trustees may be members of any committee other than the Executive Committee, the Governance Committee, the Nominating Committee or the Personnel Committee.

1. Executive Committee: This committee shall consist of the four officers plus the director ex officio. The committee will meet as called upon by the President. The committee shall be empowered to make interim decisions, but shall be limited to expenditures of \$1000. Any interim decision shall be submitted to the Board for ratification at its next regular meeting.

2. Building and Grounds Committee: This committee shall maintain the building (interior and exterior), grounds, lighting, Heating/cooling, plumbing and security. The committee shall have the authority to make emergency expenditures not to exceed \$1000.

3. Public Relations Committee: This committee shall work with the Director to coordinate the dissemination of all appropriate information relating to library activities to the public and the media on a regular basis.

4. Nominating Committee: This committee shall consist of three (3) Board members whose duties are described in Section 7 sections (a) and (c).

5. Fund Raising Committee: This committee shall coordinate the annual fund drive and any other fund-raising activities as approved by the Board.

6. Finance Committee: This committee shall keep the Board advised of the financial status of the library and prepare a budget for review at the Annual Meeting. The committee shall make investment decisions for the endowment and restricted funds based on the Investment policy and the bylaws and shall report quarterly for ratification by the Board.

7. Governance Committee: This committee shall have oversight of the By-Laws, Policies, and Strategic Plan (as well as the expectations for trustees with regard to duties and training.)

8. Personnel Committee: This committee works with the Director as

appropriate to advise the Board on personnel policy including but not limited to employment, salary and benefits.

B. Committees of the Corporation.

Committees of the corporation may be established by the Board as deemed necessary. Unless otherwise specified, the President shall appoint all committee members. Committee chairs shall be Board members. Unless otherwise specified, other committee members need not be Board members.

IX. MEETINGS

Meetings shall be held each month, the date and hour to be set by the Board. Written notice of all meetings shall be transmitted to each member at least five days before the meeting.

- A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- The Annual Meeting shall be held in January of each year.
- The operating and financial reports for the previous year shall be presented at the meeting in January.
- The preliminary budget for the subsequent calendar year shall be presented at the regular meeting in October.
- The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in December.
- A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- **The Director may be invited to participate in executive session at the discretion of the Board President.**
- The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

1. Call to Order and roll call of members

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2. Adoption of Agenda
3. Approval of Prior Meeting Minutes
4. Period for Public Expression
5. Personnel Actions Report
6. Treasurer's report
7. Report of receipts and disbursements
8. Warrants and claims
9. Director's Report
10. Committee Reports
11. Old Business
12. New Business
13. Period for public expression
14. Dates of future board meetings
15. Correspondence
16. **Executive session (if needed)**
17. Adjournment

X. ENDOWMENT FUND

- The Board shall deposit in the Endowment Fund ten percent (10%) of the funds received from the Annual Fund Drive.
- The Board will annually allocate 4% (the "Endowment Spending Rate") of its endowment for use in the annual operations of the Library. To insulate against market fluctuations, the actual dollar amount to be spent each year will be computed by taking 4% of the arithmetic average of the endowment on the last day of the last three fiscal (ending December 31) years. By 2/3 vote, the **Board in its judgment** may withdraw endowment funds for extraordinary, non-recurring expenditures.

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XI. FRIENDS GROUP

An auxiliary organization known as the Friends of Starr Library (hereinafter designated as the Friends) shall be constituted to support the activities of the library in cooperation with the Director and the Board. The Friends shall be governed by its own officers and bylaws and file such financial reports as are necessary. The Library Board may further institute such other requirements over the finances of the Friends as may be considered reasonable and appropriate by the Library Board.

A. The Friends' President shall act as a liaison between the Board and the Friends, providing information to the Friends regarding the Board's vision, and shall report to the Board monthly regarding the Friends' activities and finances.

XII. AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the meeting session. A majority of the current Board is necessary for adoption of an amendment.

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a majority of the Board present shall so approve.

XIII. PROCEDURE

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

Approved by The Starr Library Board of Trustees Dated: 12/21/2022

Revised draft: 5/24/2023

DRAFT

Starr Library

Conflict of Interest Policy

The purpose of this *Conflict of Interest Policy* is to protect the interest of Starr Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, trustees or staff. This policy is intended to supplement but not replace any applicable federal, state or local laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Interested Person. Any trustee, officer, member of a committee or staff member with board delegated powers who has a direct or indirect financial interest, as defined below, is an *Interested Person*.

Financial Interest. An individual has a *Financial Interest* if the individual has, directly or indirectly, through business, investment or family – (a) an ownership or investment interest in any entity with which Starr Library has a transaction or arrangement, (b) a compensation arrangement with Starr Library or with any entity or individual with which Starr Library has a transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Starr Library is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts or favors that are substantial in nature. A *Financial Interest* is not necessarily a conflict of interest. An individual who has a *Financial Interest* may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

Duty to Disclose. In connection with any actual or possible conflict of interest, an *Interested Person* must disclose the existence and nature of his/her *Financial Interest* and must be given the opportunity to disclose all material facts to the directors or members of the appropriate committee with board delegated powers considering the proposed transaction or undertaking.

Determining Whether a Conflict of Interest Exists. After disclosure of the *Financial Interest* and all material facts, and after any discussion with the *Interested Person*, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. After exercising due diligence, the board or committee, if appropriate, shall determine whether Starr Library can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in Starr Library's best interest and for its own benefit and whether the transaction is fair and reasonable to Starr Library and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination. The minutes of the board and all committees with board delegated powers shall record the names of all

persons participating in the meeting, a summary of the discussion, including any proposed alternative arrangements, and a record of the vote taken in connection with the final determination.

To be considered fair and reasonable and to avail itself of the refutable presumption of reasonableness under the IRS's excess benefit transaction regime, 26 U.S.C. 4958, fair and

reasonable requires that Starr Library use comparability data, meaning that Starr Library has looked at more than three similar transactions. A fair and reasonable transaction is generally an arms-length transaction.

Annual Statements. Each director, principal officer, member of a committee and staff with board delegated powers, shall annually sign a statement which affirms that such person (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, (c) has agreed to comply with the policy, and understands that Starr Library is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Periodic Reviews. To ensure that Starr Library operates in a manner consistent with its charitable purposes, and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews of the *Conflict of Interest Policy* and requirements shall be conducted.

Starr Library CERTIFICATION

I have received a copy of the Starr Library's Conflict of Interest Policy. I have read and understand it, and agree to comply with this policy. I also understand that Starr Library is a not-for-profit organization with federal tax-exempt status, and as such, it must engage primarily in activities that accomplish its mission for its tax-exempt purpose.

I hereby certify that to the best of my knowledge and belief, based on information provided to me, I do not have any interests, activities, and have not accepted any gratuities which might be regarded as constituting a conflict of interest, or dual interest, or as influencing my judgments or actions concerning the business, Starr Library, except as stated below (if "NONE", please so state).

I further certify that I will promptly disclose in writing to the president of the Board of Trustees any such interest, activity or gratuity which may arise in the future while I am serving as a trustee, member of a committee or staff of Starr Library.

Printed Name: _____ Signature: _____

_____ Date: _____ Drafted: May 17,

2023

Approved by the Board of Trustees _____

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Adopted by the Starr Library Board of Trustees: _____

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Endorsed/Approved by Starr Library Board of Trustees: _____