

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 Selicaró, Andrew Schulkind, Eric Steinman, Eve Wood, and Director Jaclyn Savolainen.

Trustee Absent: David Lavallee

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 Lavallee, 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 20th and the Hudson Valley Chamber Musicians Outdoor Concert on May 20th. 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