

July 2023 Board Materials Packet

AGENDA

STARR LIBRARY 68 WEST MARKET STREET

BOARD OF TRUSTEES

RHINEBECK, NY 12572

NOTICE OF MEETING

Thursday, July 20, 5:15 PM

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Secretary's Report-Minutes from June 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. Gift Acceptance Policy approval
- B. Emergency and disaster preparedness policy adoption.

XIII. New Business

XIV. Public Comment Period

XV. Adjournment

Next Meeting Date TBD

PRIOR MEETING MINUTES FOR APPROVAL

SUBJECT TO APPROVAL AND REVISION

REGULAR MEETING MINUTES

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, June 22, 2023, 6:00 PM

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

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 6:00pm.**

David presented the following to the Trustees:

WHEREAS, there has been presented to the Board of Trustees of the Starr Library, consistent with the requirements of Education Law Section 259(1), a petition signed by 407 qualified voters of the Town of Rhinebeck, asking that the following question be placed upon the ballot and voted on at the next general election in the Town of Rhinebeck:

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?

and

WHEREAS, the endorsement of the Board of Trustees of the Starr Library is required before such question may be placed on the ballot,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of the Starr Library hereby endorses the petition presented to it and directs that the following question be voted on at the November 7, 2023 general election of the Town of Rhinebeck:

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?

A motion was made to approve the foregoing resolution, which motion was seconded and unanimously approved. Each Trustee was also authorized and directed to sign all documents evidencing the same.

David then introduced the following resolution:

NOW, THEREFORE, BE IT RESOLVED THAT, the officers of the Starr Library be, and they hereby are, authorized and directed to execute on behalf of the Starr Library all documents to evidence and accomplish the foregoing resolution.

A motion was made to approve the foregoing resolution, which motion was seconded and unanimously approved.

- II. Public Comment Period –**

Dr. Julie Zito made a helpful comment to a committee report for future record keeping.

- III. Minutes from May 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 May 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents four months of the year and 41.60% of the budget and that there were no unusual items. He discussed the balances at each of the banking institutions and the endowment value of approximately \$1,490,000 plus various deposits, including a \$51,000 deposit into the endowment. He also reported that the Starr Library received a generous donation of \$3,000 from The Friends. 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 the 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:

- Jaclyn discussed the kick-off of the Summer Reading Program with a picnic and book buddy matching to be held on July 8th. Jaclyn also discussed other projects set forth in her report.
- Jaclyn reported that Starr received a \$5,000 grant from Arts Mid-Hudson for a series of local author talks and performances.
- Jaclyn reported that she continues to work on accessibility issues for the building.
- 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 preparing for the book sale to be held on July 7th and 8th.

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 –

Building and Grounds: Eric Steinman provided the Trustees with the B&G Report, which report was provided to the Trustees in advance of the meeting. Eric discussed the tree work that had been conducted, with Jaclyn adding to the report to provide the specifics of the work conducted during the course of an entire day. Eric also noted that The Friends did not approve the allocation of funds for a bench outside the front of the Library. Jaclyn will continue to discuss that topic. Eric also reported that a goal is to have picnic tables outside also, estimated at a cost of \$2,400 for two. The parking lot plan to add 15 parking spots to the current availability was also discussed. Jaclyn reported that she is receiving estimates and that some areas will nonetheless be patched. She further reported that she is now in discussions with Taconic Resources. Jaclyn also noted that she was working with Cristian Mundigo on the Children's Space. Christian has made a donation to assist in remodeling the space. A discussion ensued among the Trustees and all questions asked were appropriately answered.

Governance Committee: David Lavalley reported that the Governance Committee had reviewed various safety and other policies, including the Disaster Plan, AED Response Plan and Information on Electrical Power Outages. Various suggestions were made to Jaclyn by the members of the Committee. A discussion and resolution will be presented at the next meeting.

IX. Ad Hoc Committee Reports –

Benefit Planning: Erin reported on the Sponsor letter. A discussion ensued among the Trustees and all questions asked were appropriately answered.

X. Correspondence

None.

XI. Old Business

- Expansion – Nothing to report at this time.

XII. New Business –

- Conflict of Interest Policy –

David discussed the Conflict of Interest Policy that had previously been circulated to the Trustees and discussed. A discussion ensued among the Trustees and all questions asked were appropriately answered. The following resolution was presented:

NOW THEREFORE BE IT RESOLVED THAT, the Conflict of Interest Policy presented to the Trustees at this meeting and attached to the minutes be, and it hereby is, approved.

A motion was made to approve the foregoing resolution, which motion was seconded and unanimously approved.

- **Bylaws –**

David discussed the proposed edits to the Bylaws which had previously been provided to the Trustees and discussed. A discussion ensued among the Trustees and all questions asked were appropriately answered. The following resolution was presented:

NOW THEREFORE BE IT RESOLVED THAT, the changes to the Bylaws be, and they hereby are, approved and that the Bylaws as so amended and attached to these minutes be, and they hereby are, the Bylaws of the Starr Library.

A motion was made to approve the foregoing resolution, which motion was seconded and unanimously approved.

- **Freedom to Read and Freedom to View –**

David then presented the foregoing, which were previously distributed to the Trustees, and asked for an endorsement by the Trustees. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve such an endorsement, which motion was seconded and unanimously approved

XIII. Public Comment Period

None other than acknowledging Dr. Julie Zito's helpful comment at the beginning of the meeting.

XIV. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 6:40 p.m.

Next Meeting Date July 20,2023, 5:30 PM

SUBJECT TO APPROVAL AND REVISION

SPECIAL MEETING MINUTES

***STARR INSTITUTE AND STARR INSTITUTE, INC. BOARD OF TRUSTEES
68 WEST MARKET STREET
RHINEBECK, NY 12572***

NOTICE OF SPECIAL MEETING Thursday, JUNE 22, 2023, 5:30 PM

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

Friends Representative: Stephen Frost, President of The Friends

- I. Call to order and review of agenda: David Lavalley, Chair, called the meeting to order at 5:30pm.**
- II. Agreement of Merger –**

Jaclyn reported to the Trustees that, as previously reported, the merger of the Starr Institute and the Starr Institute, Inc. has been approved and the purpose of this special meeting of the Board of Trustees is to approve all appropriate documentation. A discussion ensued and all questions asked were appropriately answered.

David then discussed with the Board the various documents to be approved by the Board. David presented to the Board the Agreement of Merger. A discussion ensued and all questions asked were appropriately answered. A motion was made and seconded to approve the following resolution:

RESOLVED THAT, the Agreement of merger of the Starr Institute and the Starr Institute, Inc. as presented to the Trustees at this meeting and attached to the minutes, be and it hereby is, approved.

RESOLVED THAT, the officers of the corporations are hereby authorized and directed to take all action and execute all documents as may be necessary to accomplish the purpose of the foregoing resolution.

The foregoing resolution was passed by all Trustees in attendance.

III. Election of Trustees –

David then discussed the need to elect Trustees of the Starr Institute, the surviving corporation. David presented the proposed individuals for the terms set forth below:

One year: Laura Reid Charles, Erin Humbaugh and Eve Wood

Two years: David Lavallee, Craig Oleszewski and Laura Selicaro

Three years: Valerie Jacob, Andrew Schulkind and Eric Steinman

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

RESOLVED THAT, the individuals listed above and presented at this meeting be, and they hereby are, elected as members of the Board of Trustees of Starr Institute for the term set forth opposite their name above or until their successor has been duly appointed.

The foregoing resolution was passed by all Trustees in attendance, with each Trustee abstaining from the vote on their own candidacy to the extent so required.

IV. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 6:00 p.m.

TREASURER'S REPORT

INCOME VS. EXPENSES

11:20 AM
07/10/23
Cash Basis

Starr Institute, Inc. Income & Expense June 2023

| | Jun 23 |
|--|------------|
| Ordinary Income/Expense | |
| Income | |
| 4002 · Friends of Library | 3.00 |
| 4019 * · Fines/Copier/Rental | |
| 4021 · Copier Fees | 81.80 |
| 4022 · Overdue Fines | 153.23 |
| Total 4019 * · Fines/Copier/Rental | 235.03 |
| 4031 · Contributions-Current Drive | 325.00 |
| 4052 · Interest & Dividend Income | 34.94 |
| Total Income | 597.97 |
| Expense | |
| 5000 · Total Payroll Expenses | |
| Payroll Processing | 140.10 |
| Payroll Taxes ADP | 8,122.47 |
| 5010 · Salaries & Wages | |
| Net Payroll ADP | 20,814.75 |
| Total 5010 · Salaries & Wages | 20,814.75 |
| Total 5000 · Total Payroll Expenses | 29,077.32 |
| 5007 * · Supplies/Other | |
| 5031 · Library Supplies,Printing,Posta | 442.86 |
| Total 5007 * · Supplies/Other | 442.86 |
| 5008 * · Maintenance/Garbage | |
| 5035 · B & G Maintenance | 2,193.00 |
| 5038 · Trash Removal | 137.12 |
| Total 5008 * · Maintenance/Garbage | 2,330.12 |
| 5009* · Utilities | |
| 5034 · Telephone | 443.75 |
| 5037 · Electricity | 938.84 |
| Total 5009* · Utilities | 1,382.59 |
| 5020 · Accounting | 300.00 |
| 5030 · Books | 2,970.26 |
| 5036 · Miscellaneous Expense | 0.00 |
| 5041 · Health Insurance | 2,403.51 |
| 5043 · Programming | 750.00 |
| 5045 · Professional & Consulting Fees | 45.17 |
| 6800 · Donations/ Bequests Spending | 2,672.97 |
| 9200 · Square/Paypal/Credit Card Fees | 0.65 |
| Total Expense | 42,375.45 |
| Net Ordinary Income | -41,777.48 |
| Other Income/Expense | |
| Other Income | |

11:20 AM
07/10/23
Cash Basis

Starr Institute, Inc.
Income & Expense
June 2023

| | Jun 23 |
|--------------------------------------|------------|
| Other Operating Income | |
| 7000 · Director's Discretionary Fund | 1,156.20 |
| Total Other Operating Income | 1,156.20 |
| Total Other Income | 1,156.20 |
| Other Expense | |
| Other Operating Expense | |
| 7020 · Director's Disc. Fund Expense | 646.83 |
| Total Other Operating Expense | 646.83 |
| 8001 · Grant Expenditure | 1,186.76 |
| Total Other Expense | 1,833.59 |
| Net Other Income | -677.39 |
| Net Income | -42,454.87 |

BUDGET VS. ACTUAL

11:18 AM
07/10/23
Cash Basis

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

| | Jan - Jun 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · 414 Tax Receipts | 394,800.00 | 394,800.00 | 0.00 | 100.0% |
| 4002 · Friends of Library | 27,322.50 | 25,000.00 | 2,322.50 | 109.3% |
| 4005 · NYS,Dutchess Cty & MHLs Reven... | 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 | 565.00 | | | |
| 4022 · Overdue Fines | 380.65 | | | |
| 4019 * · Fines/Copier/Rental - Other | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 4019 * · Fines/Copier/Rental | 945.65 | 1,500.00 | -554.35 | 63.0% |
| 4031 · Contributions-Current Drive | 14,967.67 | 55,000.00 | -40,032.33 | 27.2% |
| 4052 · Interest & Dividend Income | 194.15 | 600.00 | -405.85 | 32.4% |
| Total Income | 438,455.06 | 518,900.00 | -80,444.94 | 84.5% |
| Expense | | | | |
| 5000 · Total Payroll Expenses | | | | |
| Payroll Processing | 1,530.31 | | | |
| Payroll Taxes ADP | 58,273.06 | | | |
| 5010 · Salaries & Wages | | | | |
| Net Payroll ADP | 144,741.93 | | | |
| 5010 · Salaries & Wages - Other | 0.00 | 400,449.00 | -400,449.00 | 0.0% |
| Total 5010 · Salaries & Wages | 144,741.93 | 400,449.00 | -255,707.07 | 36.1% |
| Total 5000 · Total Payroll Expenses | 204,545.30 | 400,449.00 | -195,903.70 | 51.1% |
| 5007 * · Supplies/Other | | | | |
| 5031 · Library Supplies,Printing,Posta | 3,532.05 | | | |
| 5040 · Supplies | 0.00 | 6,000.00 | -6,000.00 | 0.0% |
| Total 5007 * · Supplies/Other | 3,532.05 | 6,000.00 | -2,467.95 | 58.9% |
| 5008 * · Maintenance/Garbage | | | | |
| 5035 · B & G Maintenance | 15,895.23 | | | |
| 5038 · Trash Removal | 768.13 | | | |
| 5008 * · Maintenance/Garbage - Other | 0.00 | 42,000.00 | -42,000.00 | 0.0% |
| Total 5008 * · Maintenance/Garbage | 16,663.36 | 42,000.00 | -25,336.64 | 39.7% |
| 5009* · Utilities | | | | |
| 5034 · Telephone | 2,656.78 | | | |
| 5037 · Electricity | 6,142.19 | | | |
| 5039 · Water | 126.00 | | | |
| 5009* · Utilities - Other | 0.00 | 33,200.00 | -33,200.00 | 0.0% |
| Total 5009* · Utilities | 8,924.97 | 33,200.00 | -24,275.03 | 26.9% |
| 5020 · Accounting | 1,800.00 | | | |
| 5021 · Fund Raisg Exp | 2,686.20 | | | |
| 5030 · Books | 19,847.17 | 50,000.00 | -30,152.83 | 39.7% |
| 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 | 15,913.89 | 18,113.00 | -2,199.11 | 87.9% |
| 5042 · Tech, Equipment & Expenses | 1,023.72 | 4,000.00 | -2,976.28 | 25.6% |
| 5043 · Programming | 5,470.51 | 7,000.00 | -1,529.49 | 78.2% |
| 5044 · Gala Fundraising Event Expense | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 5045 · Professional & Consulting Fees | 1,028.66 | 8,500.00 | -7,471.34 | 12.1% |
| 5046 · Mid Hudson Library Fees | 5,376.00 | 12,500.00 | -7,124.00 | 43.0% |

11:18 AM
07/10/23
Cash Basis

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

| | Jan - Jun 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|----------------|
| 5048 · Marketing | 851.44 | | | |
| 5049 · Professional Development | 359.00 | 1,500.00 | -1,141.00 | 23.9% |
| 6800 · Donations/ Bequests Spending | 9,523.82 | | | |
| 9200 · Square/Paypal/Credit Card Fees | 165.19 | 200.00 | -34.81 | 82.6% |
| Total Expense | 284,464.97 | 613,462.00 | -328,997.03 | 46.4% |
| Net Ordinary Income | 153,990.09 | -94,562.00 | 248,552.09 | -162.8% |
| 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 | 6,568.90 | | | |
| Total Other Operating Income | 7,400.50 | 9,000.00 | -1,599.50 | 82.2% |
| 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 | 63,400.50 | 78,000.00 | -14,599.50 | 81.3% |
| Other Expense | | | | |
| Other Operating Expense | | | | |
| 7020 · Director's Disc. Fund Expense | 1,194.31 | | | |
| Total Other Operating Expense | 1,194.31 | | | |
| 8001 · Grant Expenditure | 6,038.00 | 11,000.00 | -4,962.00 | 54.9% |
| Total Other Expense | 7,232.31 | 11,000.00 | -3,767.69 | 65.7% |
| Net Other Income | 56,168.19 | 67,000.00 | -10,831.81 | 83.8% |
| Net Income | 210,158.28 | -27,562.00 | 237,720.28 | -762.5% |

DIRECTOR'S REPORT

July 2023

PROGRAMS

| Attendance | Feb | Mar | Apr | May | June |
|-------------------------------------|-----------------|------------|-------------|-------------|-------------|
| Adult ongoing programs/series/clubs | 212 | 429 | 389 | 276 | 342 |
| Special events | 170 | 181 | 749 | 272 | 504 |
| Children's/YA programs | 144 | 146 | 182 | 434 | 419 |
| Outside groups - reserved rooms | 50 | 30 | 27 | 17 | 112 |
| Virtual programs | 21 (incompl) | 74 | 64 | 64 (est) | 40 (est) |
| Total | 593 | 860 | 1411 | 1063 | 1417 |

Highlights from July:

- **Literary:** Author Talk with Suzaan Boettger, Memoir Writing Workshop, Book Clubs
- **Fun & Education:** Summer Reading Kickoff Picnic & Book Buddy Matching, Nutty Scientists, Quena Workshop with Bob Burroughs, Community Collage Hour, Lunchtime Learning at the Garden
- **Outside Groups:** Movies in the Park, NY Psychiatric Rehabilitation Training Academy, La Leche League

Summer Stage Schedule

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

- Current displays on "American Independence from A Critical Perspective" and "The Book Was Better than the Film".
- We are working on improving our web site practices to make sure they align with accessibility standards.

BUILDING & GROUNDS

- We experienced a substantial and mysterious leak over the past week from above the circ desk which caused some damage to ceiling tiles. Both HVAC and roofing contractors visited to try to figure out the reason and solution.

PERSONNEL

- **Spotlight:** Rowan Willigan is our Graphic/Creative Designer & Webmaster. She has also worked at circulation and in cataloging and processing of new materials. Rowan first started working at Starr shelving books when she was 15, and now, 10+ years later, is in charge of creating modern and engaging marketing materials for the library's programs and announcements. Rowan adores the environment at Starr, and loves that she can interact with Rhinebeck's kind community. Additionally, Rowan is a visual artist, muralist, and a photographer. You can learn more about Rowan at <https://www.rowanwilligan.com/>. Born in the Hudson Valley, she loves exploring eateries and breweries during her free time, as well as taking walks at Poet's Walk. Rowan's favorite genre of books to check out from the library is cookbooks!
- Rowan designed the graphics for our book bike, creates most of our posters and graphic elements, manages most of our social media postings, carries out instructions to update our website, handles creation and implementation of most of the library's printed materials.
- In other personnel matters, we are starting staff evaluations this coming month with a new process allowing for "360 degree feedback".
- Michelle attended the Bard writing workshop previously discussed here and found it to be "transformative". I'm sure her experiences there will be beneficial to the library.



FUNDING

- **Budget Referendum:** Town Clerk passed our verified signatures along to the Dutchess County Board of Elections as the next step to get on the November ballot.
- **Grants:** I applied for a scholarship for new directors to attend the NYLA conference in November. I will be applying for a technology grant soon, probably from Frost Memorial Fund, to replace the computers we have that are over 7 years old.

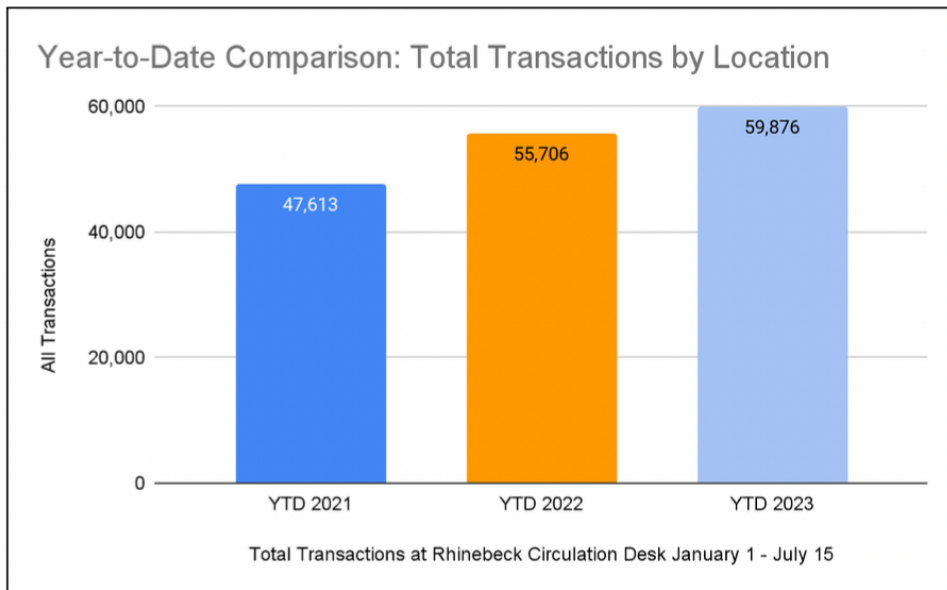
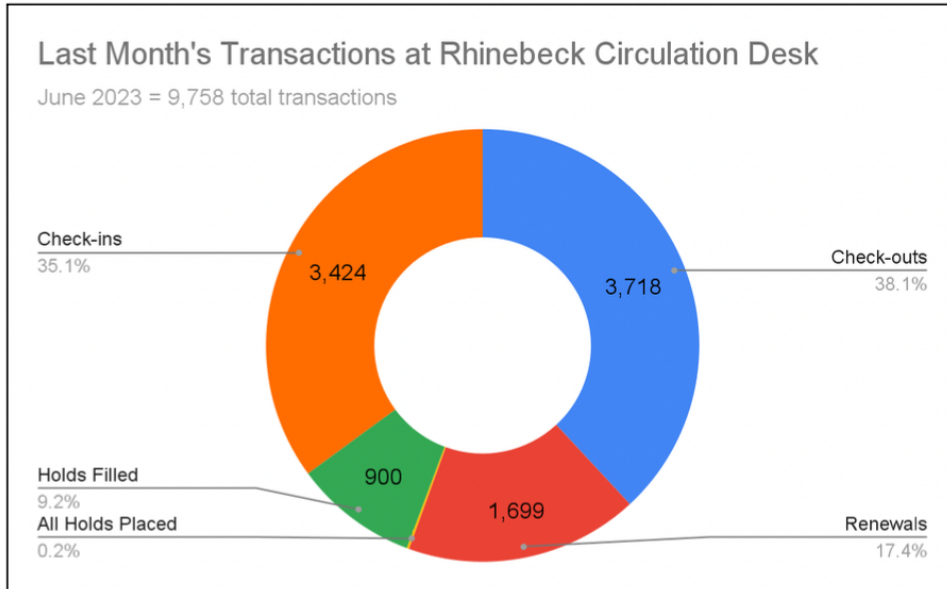
OTHER

- I recently reported that we won a grant from Arts Mid Hudson and later learned that our application (written by Michelle) was the only one that got a perfect score. As a result, AMH invited Michelle to serve on a grants review committee. Michelle was able to learn about the decision making process by that organization, as well as discover potential partners for us to work with in the future.

SUGGESTED FOCUS FOR THE BOARD

- Upcoming events to promote:
 - Summer Stage events and Book Buddies

STATISTICS



TREASURER'S NOTES

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

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 Lavallee, Craig Oleszewski, Laura Selicaró, and Director Jaclyn Savolainen.

- I. Call to order and review of agenda: David Lavallee 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 appropriated 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 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