STARR LIBRARY BOARD OF TRUSTEES
68 WEST MARKET STREET
RHINEBECK, NY 12572
NOTICE OF MEETING Thursday, July 20, 2023, 5:30 PM

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

**Friends Representative: Kathy Golden, Vice President**

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

None.
3. Minutes from the June meetings of the Starr Library and the Starr Institute Inc.: 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.
4. Treasurer’s Report –

Craig Oleszewski presented his report (which included figures through the end of June 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents six months of the year and approximately 50% of the budget and that there were no unusual items. He noted that amounts incurred for utilities was substantially below the budgeted number for the year due to reasonable factors. He discussed the balances at each of the banking institutions and the endowment value of approximately $1.470,000 plus various deposits. 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. Craig also gave a Finance Committee report later in the meeting and reported on the Annual Campaign, Treasury Bills investment, and an update on possible investment advisors.

1. 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 noted the kick-off of the Summer Reading Program with a picnic and book buddy matching which was held on July 8th and was a big success. She also reported that the literacy events such as Author Talk, Memoir Writing Workshops and Book Clubs continued to be very popular.
* As part of Jaclyn’s initiative of highlighting the great work performed by Starr Library staff members, she spoke of the efforts of Rowan Willigan and her creative talents and continued dedication to the Library for over 10 years. Rowan first started working at Starr Library shelving books when she was 15, and now, 10 years later is in charge of creating modern and engaging materials for the Library’s marketing and announcements. She has designed the graphics for the Library’s book bike, creates most of the Library’s posters, updates the website with others and handles the creation and implementation of most of the Library’s printed materials. The Trustees thank Jaclyn for that excellent report and expressed their many thanks to Rowan for all her years of dedication to the Library. Jaclyn also reported on the “360 degree feedback” process being undertaken.
* Jaclyn updated the Trustees on her continuing focus on accessibility issues for the building.
* Jaclyn further reported that she applied for scholarships for new directors to attend the NYLA conference and that she will be applying for a technology grant in the near future to upgrade computers.
* Statistics for the month of June 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.

1. The Friends’ Report –
* Kathy Golden reported that preparations were underway for the next book sale to be held on October 20th and 21st. The last book sale generated $7,035 in receipts and was considered a great success. The Friends also are sponsoring the Library Benefit at the Gold sponsorship level and approved $1,000 for a new bench. The Trustees expressed their gratitude for such support. .
1. Claims and Warrants –
* Craig Oleszewskipresented the report to the Board. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.
1. Standing Committee Reports –

**Building and Grounds**: Nothing to report at this time.

**Finance Committee**: Craig Oleszewski gave the report, as discussed above.

**PR Committee**: Andrew Schulkind updated the Trustees on the Starr Library’s booth at the Farmer’s Market on Sunday, July 23, 2023. A number of the Trustees had agreed to volunteer in various time slots throughout the day. The Friends also donated books to give away to children during the day. Andrew reported that the next date to participate in the Market is September 10, 2023.

1. Ad Hoc Committee Reports –

**Benefit Planning:** Eve Wood and Laura Charles updated the Trustees on all the work being undertaken by certain members of the Trustees and others for the Benefit. Their report included a discussion of financial goals, ticket sales, contacts with proposed sponsors, auction items, music andfood. A discussion ensued among the Trustees and all questions asked were appropriated answered.

1. Correspondence

None.

1. Old Business
* Expansion: Nothing to report at this time.
* Gift Acceptance Policy: Jaclyn introduced the updated Gift Acceptance Policy which had been previously distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the updated Gift Acceptance Policy, which motion was seconded and unanimously approved.
* Emergency and Disaster Preparedness: Jaclyn led the discussion of the policy which had been previously distributed to the Trusteed in advance of the meeting and discussed at a prior meeting. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the policy, which motion was seconded and unanimously approved.
1. New Business –
* Authorization for the Purchase of Picnic Tables: Jaclyn led a discussion of the request for authorization to purchase two picnic tables. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the expenditure of up to $3,000 for the purchase of two picnic tables, which motion was seconded and unanimously approved. –
1. Public Comment Period

None.

XIV. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 6:50 p.m.

Next Meeting Date September 21, 2023, 5:30 p.m.