

September 2023 Board Materials Packet

AGENDA

STARR LIBRARY 68 WEST MARKET STREET

BOARD OF TRUSTEES

RHINEBECK, NY 12572

NOTICE OF MEETING

Thursday, September 28, 5:30 PM

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Secretary's Report-Minutes from July 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. Contract for concrete work
- B. Bookcases, Kelly Collection

XIII. New Business

- A. Petty Cash Policy
- B. Purchasing Policy
- C. Trustee Profiles on website?

XIV. Public Comment Period

XV. Adjournment

Next Meeting Date: October 26, 2024

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, 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

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

None.

- III. 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.
- IV. 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.

- 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 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.

- VI. 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. .

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: 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.

IX. 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 and food. 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.
- **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 Trustees 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.

XII. 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. –

XIII. 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.

TREASURER'S REPORT

INCOME VS. EXPENSES

Starr Institute, Inc.
Income & Expense
August 2023

	Aug 23
Ordinary Income/Expense	
Income	
4002 · Friends of Library	5.00
4007 · Other Donations, Bequests, Etc.	2,000.00
4019 * · Fines/Copier/Rental	
4021 · Copier Fees	276.25
4022 · Overdue Fines	38.20
Total 4019 * · Fines/Copier/Rental	314.45
4031 · Contributions-Current Drive	220.00
4044 · Gala Fund Raising Event Income	11,861.81
4052 · Interest & Dividend Income	34.47
Total Income	14,435.73
Expense	
5000 · Total Payroll Expenses	
Payroll Processing	112.83
Payroll Taxes ADP	11,989.54
5010 · Salaries & Wages	
Net Payroll ADP	30,488.58
Total 5010 · Salaries & Wages	30,488.58
Total 5000 · Total Payroll Expenses	42,590.95
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	911.57
Total 5007 * · Supplies/Other	911.57
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	4,687.85
5038 · Trash Removal	137.12
Total 5008 * · Maintenance/Garbage	4,824.97
5009* · Utilities	
5034 · Telephone	1,268.53
5037 · Electricity	1,544.72
5039 · Water	63.00
Total 5009* · Utilities	2,876.25
5020 · Accounting	600.00
5029 · Books Purchased with Donations	56.96
5030 · Books	2,777.86
5033 · Insurance	1,424.00
5041 · Health Insurance	2,199.11
5042 · Tech, Equipment & Expenses	359.00
5044 · Gala Fundraising Event Expense	927.41
5045 · Professional & Consulting Fees	45.17
5046 · Mid Hudson Library Fees	2,064.00
6800 · Donations/ Bequests Spending	10,600.77
9200 · Square/Paypal/Credit Card Fees	9.95

Starr Institute, Inc.
Income & Expense
August 2023

	Aug 23
Total Expense	<u>72,267.97</u>
Net Ordinary Income	-57,832.24
Other Income/Expense	
Other Income	
Other Operating Income	
4040 · Donations for Books	350.80
7000 · Director's Discretionary Fund	<u>47.15</u>
Total Other Operating Income	397.95
8000 · Grant Income	5,000.00
8100 · Non-Operating Income	
8101 · Endowment/ Bequests	<u>57,418.12</u>
Total 8100 · Non-Operating Income	57,418.12
8200 · Transfer To Endow	4,862.30
8202 · Transfer from Endowment	<u>-62,280.42</u>
Total Other Income	5,397.95
Other Expense	
Other Operating Expense	
7020 · Director's Disc. Fund Expense	<u>576.52</u>
Total Other Operating Expense	576.52
Total Other Expense	<u>576.52</u>
Net Other Income	<u>4,821.43</u>
Net Income	<u><u>-53,010.81</u></u>

BUDGET VS. ACTUAL

4:24 PM

09/05/23

Cash Basis

Starr Institute, Inc.
Profit & Loss Budget vs. Actual
 January through August 2023

	Jan - Aug ...	Budget	\$ Over Bu...	% of Budg...
Ordinary Income/Expense				
Income				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	31,472.30	25,000.00	6,472.30	125.9%
4005 · NYS,Dutchess Cty & MHLS Revenue	225.09	2,000.00	-1,774.91	11.3%
4007 · Other Donations, Bequests, Etc.	2,000.00			
4008 · Fundraising	0.00	0.00	0.00	0.0%
4019 * · Fines/Copier/Rental				
4021 · Copier Fees	862.25			
4022 · Overdue Fines	418.85			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
Total 4019 * · Fines/Copier/Rental	1,281.10	1,500.00	-218.90	85.4%
4031 · Contributions-Current Drive	15,875.67	55,000.00	-39,124.33	28.9%
4044 · Gala Fund Raising Event Income	38,211.20	40,000.00	-1,788.80	95.5%
4052 · Interest & Dividend Income	266.22	600.00	-333.78	44.4%
4053 · Gain/Loss on Sale of Securities	970.70			
Total Income	485,102.28	518,900.00	-33,797.72	93.5%
Expense				
5000 · Total Payroll Expenses				
Payroll Processing	1,758.32			
Payroll Taxes ADP	78,272.84			
5010 · Salaries & Wages				
Net Payroll ADP	195,756.35			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
Total 5010 · Salaries & Wages	195,756.35	400,449.00	-204,692.65	48.9%
Total 5000 · Total Payroll Expenses	275,787.51	400,449.00	-124,661.49	68.9%
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	4,866.71			
5040 · Supplies	0.00	6,000.00	-6,000.00	0.0%
Total 5007 * · Supplies/Other	4,866.71	6,000.00	-1,133.29	81.1%
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	29,366.15			
5038 · Trash Removal	1,042.37			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
Total 5008 * · Maintenance/Garbage	30,408.52	42,000.00	-11,591.48	72.4%
5009* · Utilities				
5034 · Telephone	4,406.90			
5037 · Electricity	8,771.63			
5039 · Water	189.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
Total 5009* · Utilities	13,367.53	33,200.00	-19,832.47	40.3%
5020 · Accounting	2,400.00			
5021 · Fund Raisg Exp	2,686.20			
5029 · Books Purchased with Donations	116.88			

4:24 PM
09/05/23
Cash Basis

Starr Institute, Inc.
Profit & Loss Budget vs. Actual
January through August 2023

	Jan - Aug ...	Budget	\$ Over Bu...	% of Budg...
5030 · Books	23,749.18	50,000.00	-26,250.82	47.5%
5032 · Annual Drive Expenses	246.00	4,000.00	-3,754.00	6.2%
5033 · Insurance	-9,627.31	16,000.00	-25,627.31	-60.2%
5036 · Miscellaneous Expense	0.00			
5041 · Health Insurance	18,113.00	18,113.00	0.00	100.0%
5042 · Tech, Equipment & Expenses	1,382.72	4,000.00	-2,617.28	34.6%
5043 · Programming	5,470.51	7,000.00	-1,529.49	78.2%
5044 · Gala Fundraising Event Expense	927.41	10,000.00	-9,072.59	9.3%
5045 · Professional & Consulting Fees	1,219.00	8,500.00	-7,281.00	14.3%
5046 · Mid Hudson Library Fees	7,440.00	12,500.00	-5,060.00	59.5%
5048 · Marketing	851.44			
5049 · Professional Development	484.00	1,500.00	-1,016.00	32.3%
6800 · Donations/ Bequests Spending	23,149.63			
9200 · Square/Paypal/Credit Card Fees	182.17	200.00	-17.83	91.1%
Total Expense	403,221.10	613,462.00	-210,240.90	65.7%
Net Ordinary Income	81,881.18	-94,562.00	176,443.18	-86.6%
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	504.35			
7000 · Director's Discretionary Fund	8,212.85			
Total Other Operating Income	9,395.25	9,000.00	395.25	104.4%
8000 · Grant Income	5,000.00	11,000.00	-6,000.00	45.5%
8100 · Non-Operating Income				
8101 · Endowment/ Bequests	108,418.12	58,000.00	50,418.12	186.9%
Total 8100 · Non-Operating Income	108,418.12	58,000.00	50,418.12	186.9%
8200 · Transfer To Endow	-46,137.70			
8202 · Transfer from Endowment	-62,280.42			
9000 · Restricted Donations	5,000.00			
Total Other Income	19,395.25	78,000.00	-58,604.75	24.9%
Other Expense				
Other Operating Expense				
7020 · Director's Disc. Fund Expense	1,913.79			
Total Other Operating Expense	1,913.79			
8001 · Grant Expenditure	7,138.00	11,000.00	-3,862.00	64.9%
Total Other Expense	9,051.79	11,000.00	-1,948.21	82.3%
Net Other Income	10,343.46	67,000.00	-56,656.54	15.4%
Net Income	92,224.64	-27,562.00	119,786.64	-334.6%

DIRECTOR'S REPORT

September 2023

DIRECTOR'S REPORT (Draft)

PROGRAMS

Attendance	Apr	May	June	July	Aug
Adult ongoing programs/series/clubs	389	276	342	376	344
Special events ✧	749	272	504	436	419
Children's/YA programs*	182	434	419	672	409
Outside groups - reserved rooms	27	17	112	59	35
Virtual programs	64	64 (est)	40 (est)	42	36
Total	1411	1063	1417	1553	1243

*Children's/YA programs includes estimates on Rec Camp visits.

✧ Special events includes estimates on Friends book sale attendance.

Highlights from July & August:

- **Literary:** Author Talk with Suzaan Boettger on Robert Smithson's Paintings, Memoir Writing Workshop, Book Clubs
- **Fun & Education:** Summer Reading Kickoff Picnic & Book Buddy Matching, Nutty Scientists, Quena Workshop with Bob Burroughs, Community Collage Hours, Lunchtime Learning at the Garden at Roosevelt Home Garden, Houseplant Swap
- **Outside Groups:** Movies in the Park, NY Psychiatric Rehabilitation Training Academy, La Leche League, RSF, Rhinebeck Theatre Society, Rhinebeck Historical Society

Summer Programs Summary

July 8th - Kickoff Picnic (24)

July 22nd, 3pm - Storycrafters (34)

July 29th, 2-3pm - Chris Merwin's World Music (51)

August 5th, 2-3pm - World of Animal with Robinson's Wildlife Lectures (80)

August 12th, 2-3pm - Magic Show with Zach Alexander (120)

August 19th, 2-3pm - Summer Reading Bookend Party at Black Snake (125)

- Total summer stage attendance: 434
- Summer reading packets: made 50, distributed 23, little interest in activities contained.
- Book buddies didn't catch on, needs refining if we try again.
- Story times, music & movement, connect & play all had strong attendance.
- Summer movies came back, we sponsored and helped promote.
- Rec campers came to the library almost every week day for 6 weeks with 25-30 children visiting for about an hour to check out books, play cards and board games, take turns on the computer, get a cool drink.

Upcoming Programs

- New AARP Smart Driver Course - Oct 13 & 14
- New MVP Cardio & Core Series - Wednesday mornings
- An Afternoon of Classical Guitar & Poetry with Terry Champlin & Prudence Garcia-Renart - Oct 14
- Local Author Talk with Beth Hayes & Thea Burgess: Writing Female Heroines - Oct 19
- Teen Journaling Workshop - Oct 26
- Friends Book Sale - Oct 27 & 28

PATRON SERVICES

- Book Displays: Famous First Lines and Cat Puns, Banned Books Week upcoming Oct. 1-7
- Bought 3 new/refurbished computers for patron stations, more to come
- A new public-facing library catalog is on its way! MHLS is training staff on "Vega", which will be implemented later this year. Here's a preview:
<https://kb.midhudson.org/vega/vega-talking-points/>
- We have started sharing some discarded books with Samaritan Daytop Village, and they are extremely grateful.

BUILDING & GROUNDS

- Fixed pavement to sidewalk gap at ADA spots in back, new sign between ADA spots in front
- Added picnic tables and benches outside
- Repaired roof leak in July
- Installed panic button

PERSONNEL

- **Spotlight:** Christine Livesey, a Rhinebeck resident of over 20 years and longtime Starr Library patron, has been working the circ desk since last August. She covers evenings and has been flexible filling in for Saturdays and other people's vacation and sick days. Christine has learned book repair basics and also led community art projects here. She has a Bachelor's degree in Fine Arts and Filmmaking from Carnegie Mellon University, a Master's in Education, and teaches Film and Acting at Dutchess Community College. Christine will be showing her artwork at Rhinecellar in October with a reception on Oct. 6.
- A few new people have joined our ranks, including Amy Battaglia who is going to cover Wednesday evenings now that Christine's teaching schedule resumed at DCC, and new student pages, Charlotte Woods, Graham Elliott, Mackenzie Masserone. We have a few new volunteers trying out circ desk coverage: Mary Burns (who has been shelf reading for a few years) and Judy Winzemer. Beth Hayes is volunteering her expertise (as former Deputy CIO at Vassar) to help support our tech infrastructure.
- We had an excellent staff meeting in August to go over disaster preparedness and launch discussions for performance evaluations, which have been completed.

FUNDING

- **Budget Referendum:** Voting on Nov 7. Please encourage people you know to vote.
- **Grants:** Michelle won a scholarship from MHLS to pay for part of the cost of attending the NYLA Conference in November. Brooke, Michelle and I will all attend parts of the conference in Saratoga Springs.

OTHER

- The State Education Department Board of Regents formally approved our charter application and merger documents.
- We recently switched phone carriers from Verizon to T-Mobile for Government which realizes a substantial savings, and we got a mobile hotspot.
- We also joined Sourcewell, which is a cooperative purchasing program for government, education and nonprofits. Our free Sourcewell membership gives us access to Staples Advantage for discounts, as well as other potential vendors.
- I worked through the approval processes for Benevity (manages charitable contributions from corporate matching programs) and Guidestar (keeper of nonprofit profiles) in order to be able to take advantage of other programs for nonprofits such as Sourcewell, Givebutler, T-Mobile for Government, and direct deposits for corporate matching.

SUGGESTED FOCUS FOR THE BOARD

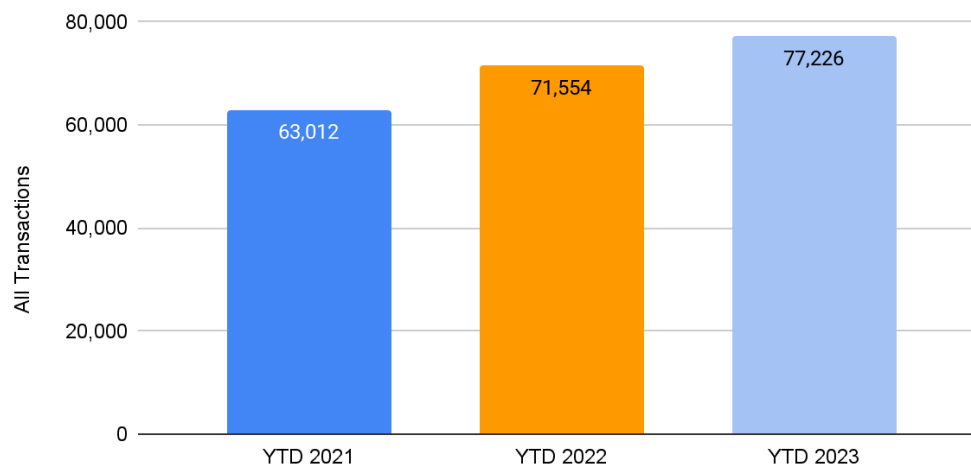
- Upcoming events to promote: registering to vote, updating address with election board if needed, voting early or on November 7.
- Messaging about public funding proposition on back of ballot.

STATISTICS –

Rhinebeck Transactions

2023	<u>Check-outs</u>	<u>Renewals</u>	<u>All Holds Placed at Desk</u>	<u>Holds Filled</u>	<u>Check-ins</u>	<u>Total Transactions</u>
January	3256	1521	20	886	2901	8584
February	2922	1699	23	909	2761	8314
March	3471	1777	24	985	3441	9698
April	3033	1809	24	816	3058	8740
May	3310	1735	18	919	3261	9243
June	3718	1699	17	900	3424	9758
July	4194	2147	27	1050	4008	11426
Aug	4142	1999	14	1166	4142	11463

Year-to-Date Comparison: Total Transactions by Location



Total Rhinebeck Transactions January 1 - August 31

TREASURER'S REPORT

Starr Library

Treasurer's Report as of the end of August, 2023

2/3 of the year have passed or 66.7% proportion of the annual sums.

Friends of the Library have outperformed the annual projection by \$6,472. Thank you Friends of Starr for contributing now a total of \$31,472 to the Library as of the end of August.

Total income has reached 93.5% of the budget projection. That includes only the amount of Gala revenue recorded by the end of August (\$38,211). There is more to come.

There is a revenue gap of \$33,798 left to close in the next quarter. None of the revenue from the Annual Campaign has yet been recorded. There is \$15,876 left over from the 2022 campaign that has posted in this year and the budgeted remainder of around \$34,000 should be readily filled.

Overall, the income outlook is positive and Starr should finish in the black by the end of the year.

Total payroll expense is slightly above projection (69% instead of 67%). Some of that excess is due to the additional Director's salary that was completed back in the Spring.

Current checkbook balance as of 9/28 is \$224,262. Even without additional revenue (inclusive of what's been collected in the past month and not recorded in the latest report), there are sufficient funds to sustain the Library into the end of January

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

Buildings & Grounds Committee Minutes (Draft)

September 12, 2023

Attending: Craig Oleszewski , Laura Selicar, Jaclyn Savolainen , Julie Zito

Notattending:EricSteinman,StephenFrost, DavidLavallee

The committee resumed discussing, at length, the front sidewalk problems and possible solutions. Jaclyn shared information about the contractors met so far.

We discussed the possibility of adding a new ADA spot near the existing curb cut-out at the northeast corner of the sidewalk loop. This would mean that patrons wouldn't have to deal with any kind of slope between the parking spot and the entrance, but it is kind of far from the front door and it would mean losing two parking spaces in order to allow for the required space around an ADA parking spot. This would not replace the existing ADA parking.

We went over our projects list and noted which items have been completed. We are aiming for late winter or early spring for doing the work in the children's room (modifying and moving bookshelves, painting, changing light fixtures).

Julie requested that we get new, taller toilets in the downstairs bathrooms. Although the bathrooms still won't be ADA compliant, it would be an improvement in terms of making it easier for people to sit down and stand back up.

Craig brought up a mystery related to our electricity bill. We are being charged a high rate based on our supposed "peak usage" but it seems unrealistically high for our consumption patterns. Craig is going to contact our HVAC company (American Heating and Cooling 845-473-1966) and our electrician (Dave Long 845-399-9548) to try to sort out this mystery and see if we are

being overcharged by Central Hudson. We also discussed the possibility of doing an energy audit.

Some of the items on our projects list may make more sense to roll into the expansion plan at this point, including adding parking spaces and replacing the rooftop HVAC units (if they can last a few more years — they are near the end of their expected lifespan).

Respectfully submitted by Jaclyn Savolainen. Next meeting needs to be rescheduled.

EXPANSION COMMITTEE MEETING MINUTES

Expansion Committee Minutes- from September 7th, 2023 Meeting

In attendance: David, Jaclyn, Erin, Laura C., Andrew, Craig, and Laura S.

- Discussion of feedback from site visits to Brogan building. After reviewing comments, all confirmed that the Brogan building is not an option for us, and the Starr Expansion will continue at the current location moving forward. We will now focus our attention on the existing building and let Elizabeth Spinzia know that we will not be moving out.

**Jaclyn offered to call Elizabeth Spinzia regarding plans for current Starr building and Expansion*

- It was reiterated that anything said in a public meeting (ie: Starr Board meetings) is information that can be reported by the press.
- It was noted that the “Starr Re-imagined” Tab on Starr’s website had outdated information and some documents that were repeated – it needed to be updated to reflect our current status. New language regarding the future of Starr could include “significant alterations and expansion of existing building” to make it clear we are not changing location
**Jaclyn to make edits and speak to Rowan about updating information on the website*
- In discussion about next steps for moving forward, the suggestion was made to start with getting financial advice on how to initiate a Capital Campaign and fundraising for the Expansion project. It was suggested to reach out to Lisa Wilson (perhaps invite to our next meeting?) or other people in the community with fundraising expertise to give us some advice.
** Laura C. (and/or Erin?) offered to contact Lisa Wilson about her availability*
- While extensive surveys were taken in 2019 regarding thoughts on expansion, they were only to a selected group of current adult patrons of Starr who were asked many questions in a longer format survey. Since the survey information is about 5 years old at this point and the community has changed a bit since then, it was suggested that perhaps we try to distribute some more surveys to gather current information. This time, the format could be shorter & simpler, and could include younger people (youth in grades elementary-high school) as well as newcomers to the community. We would still use the other survey results in addition to new
- Regarding surveys and information gathering moving forward, see following ideas:
 - Ask Rebekah from Mid Hudson for her advice on surveys
 - What questions should we ask on survey? Need information about what Rhinebeck is missing that they would like to see in their local library
 - See examples of Village Comprehensive plan & Town Community Needs Assessments
 - Use local resources to get a wider audience and varied demographics and look out for blind spots we may have missed in the last survey (Reach out at: Food pantries, soccer/baseball games, churches, use “Peach Jar” school message tool etc.)
 - asking school librarians in the district to host focus groups for students in all grades
 - Observe neighboring libraries and ask what works for them
 - Have different surveys for different aspects (outdoor/indoor space, children’s area, etc)

- Collect ideas from Benefit attendees on Timeline display

**Laura S. to contact school librarians about helping facilitate focus groups*

**David to contact Rebekah from Mid Hudson regarding survey advice (Note: completed)*

- Benefit Timeline Display with Historical photos:
 - Provide "Wish upon a Star" sticky notes for attendees to write ideas for expansion on one part of the display
 - show a "tree" symbolizing the growth of Starr over the years, including all the amenities we offer now and what we can offer in the future.

**Erin and Laura S. to work on display including Historical photos from Rhinebeck Historical Society, as well as the Museum of Rhinebeck History*

- Norm Maggnuson from Radio Free Rhinecliff offered to do a plug for the Benefit on his weekly radio show "Correct me if I'm Norm"
- **Date for next Expansion meeting was set for Thursday, October 5th at 5:45pm.**

Expansion Committee Minutes- from August 4th, 2023 Meeting

In attendance: David, Jaclyn, Erin, Laura C. and Laura S.

- Discussion of dates for touring Brogan building- options of Aug 14th or 15th. **David offered to contact owner, David Ruff for availability*
- Brief review of compiled surveys from Laura S. document. Reiteration of needs: Flexibility of walls, small meeting rooms, technology for the future (build in chases)
- Suggestion to tour/see other libraries in our communities for ideas from their library staff *Some libraries with recent renovations: Amenia, Pleasant Valley, Copake, New Caanan, Stavrost *Committee/Board "field trips" for observation/info gathering?*
- Idea of further Focus Groups (in addition to surveys collected in 2018/19) to include younger potential patrons and newer families to the community: *Suggestion to collaborate with RBK school librarians (elementary, middle & high school) to get feedback from students. Ex: large rolls of paper and markers to let students draw/write ideas informally. Design ideas ("things to see") and Programming ideas ("things to do") *Laura S. to reach out to school librarians and offer help with facilitation*
- Discussion of sending out RFP's to architects by invitation, preferably with library design experience. Broaden scope to firms in other areas to see what they have to offer. *Set parameters based on our needs and elements we want & need as a priority: parking, natural light, multiple floors, new addition to flow with existing building such as exterior cladding if using current space, needs for Historical Society (see below)*

** Laura C. offered to provide template if available*

- Suggestion to look at library publications for visuals/ideas: Library Design Showcase, American Library Association, Library Journal, Public Libraries

**Jaclyn researching these resources to share with committee*

- Benefit Discussion:
- Idea to put together a display of Starr's historical timeline- past, present & future
- Ask Rhinebeck Historical Society for help to locate images, historical photos of past Starr locations
- Future part could be feedback from Benefit attendees in the form of star-shaped post it notes where they can write their ideas and post on the display
- Website for Benefit (givebutter as an example) to bid online and see visuals on a screen instead of paper bids? Will depend on WiFi in Horticultural Building. Andrew could possibly set something up?

**Erin & Laura S to find historical images and put together display for Benefit*

- Historical Society Needs:
- Discussion that Historical Society needs to have space allocated, beyond back room storage area (glass cases are Starr's items) including tables to spread out images, etc.
- Have the space be more engaging with rotating exhibitions similar to a gallery or museum? NY Public Library has historical exhibits displayed- see as an example.
- Contact RBK Historical Society (Mike Frasier, Nancy Kelley, Beverly Kane, David Miller) as well as local history buff Elijah Bender for feedback.
- Considerations for expansion: flat files, table space, better more engaging & welcoming displays

**Laura to contact Rhinebeck Historical Society on how to obtain images for use in Benefit display*

GOVERNANCE COMMITTEE MEETING MINUTES

Starr Library Governance Committee

The committee met on August 2, 2023 to review a proposed Petty Cash Policy and a Purchasing Policy.

In attendance, Trustees Lavalley, Oleszewski and Selicaro and Director Savolainen (ex officio). Not attending, trustee Jacobs.

After some discussion about the maximum amount to have on hand and some procedural details, a revised draft was approved – to be presented at the September meeting of the board.

ATTACHMENTS

Starr Library PURCHASING POLICY

Purpose

Goods and services must be procured in a manner as to assure the prudent and economical use of public moneys and private donations; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. Starr Library will consider purchasing and using environmentally friendly or “green” products when we are able to do so in a fiscally responsible manner. With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

1. Purchasing

All aspects of purchasing, receiving, cash receipts, cash disbursements, and payroll shall be accomplished with a segregation of job duties wherever feasible, given staff size and hours limitations, and following documented, approved procedures.

a. General Funds: Only the Director or another agent designated by the Board of Trustees may commit the library for purchases. Expenditures that have been included within the annual budget may be purchased at the discretion of the Director. The Director must seek Board approval when a new expense will impact future budgets, such as signing a new service contract. Library materials such as books, magazines, audio/visual, and digital materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering national, state, or system contracts. Purchases will be made through these vendors wherever feasible.

b. Restricted Funds: Restricted funds must be used for the designated purpose and are at the discretion of the Director within the following guidelines. One-time purchases according to the following thresholds or ongoing expenditures that will exceed the previous year’s expenditures by the following thresholds:

1. Up to \$1,500 – Discretion of the Director
2. \$1,500 to \$5,000 – A diligent attempt will be made to obtain a minimum of three verbal quotes, to be approved by either the Treasurer or President prior to purchase and reported to the Board of Trustees
3. \$5,000 to \$20,000 – Minimum of three written quotes approved by the Board of Trustees
4. Over \$20,000 – Formal bid process approved by the Board of Trustees

c. Emergencies: In the event of an emergency over \$1,500, the Director will **obtain** three verbal quotes if practical and will inform the President of the Board.

d. Insurance: These contracts do not require competitive bidding although periodically RFPs should be considered as a method to foster competition for insurances.

2. Payment for Goods and Services will be accomplished following documented and approved claims audit procedures. Verification of receipt of goods and services over a value

to be set by the Director, approval for payments, posting of payments, and signing of checks to vendors will be completed monthly with a segregation of duties. Online payments may be made for utility bills and payroll direct deposits. These transactions are approved by the Director, paid by the Bookkeeper and verified by two officers at the monthly board meeting.

3. **Reconciliation:** A balance sheet will be completed and submitted to the Treasurer and Board of Trustees monthly.
4. **Auditing of Books:** Starr Library will contract with an independent public accounting firm for the purposes of conducting an annual audit.

(Adapted from the Kingston Library, LaGrange Association Library, and Beekman Library)

Adopted and approved by the Starr Library Board of Trustees.

Dated:

Starr Library

PETTY CASH FUND POLICY

Introduction

A *Petty Cash Fund* should be established and maintained for Starr Library for the purchase of materials, supplies or services under conditions requiring immediate payment. The use of petty cash should be limited to reimbursement for small expenses, generally not to exceed \$100, such as kitchen, office, and program supplies, postage, etc.

The amount of the petty cash fund will not exceed \$400.00.

One employee shall be assigned responsibility for the fund. The Board of Trustees should approve the custodian. The custodian will be responsible for the security of the funds and the control of disbursements.

Guidelines

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts plus cash-on-hand must always total the authorized fund amount.
2. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure. Where possible, the library's tax exemption certificate should be used when making purchases.

3. Payments may be made from petty cash for materials, supplies, or services requiring immediate payment, but it is not to be used for frequently purchased items.
4. The custodian should maintain a Petty Cash Log including receipts for each disbursement. All disbursements should state business purpose, reimbursee and date.
5. The custodian should replenish the fund when the cash balance is low.
6. Prior to replenishing the fund, the custodian should make sure that cash on-hand plus receipts equals the original balance of the fund.
7. The Director should approve the replenishment request.
8. The Director should perform unannounced petty cash audits.
9. Petty cash funds should be maintained in a secure area such as a locked cabinet or small safe.
10. Under no circumstances should the petty cash fund be used to advance monies to employees in the form of loans.

(Adapted from Harvard Financial Administration Risk Management and Audit Services)

Adopted and approved by the Starr Library Board of Trustees.

Dated: