

SUBJECT TO APPROVAL AND REVISION

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, September 28, 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: Stephen Frost, President

I. Call to order and review of agenda: David Lavallee, Chair, called the meeting to order at 5:30pm.

II. Public Comment Period –

Dr. Julie Zito commended the Board of Trustees for providing materials on the Starr Library website prior to every Board of Trustees meeting. The Trustees thanked Dr. Zito for her comment.

III. Minutes from the July 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 August 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents two-thirds of the year and approximately 66.7% of the budget. Craig stated that The Friends of the Library have outperformed the annual projection by \$6,472 and, in total, have contributed \$31,472 to date. The Trustees expressed their many thanks and appreciation to Stephen Frost, as President of The Friends, who was in attendance at the meeting. Craig further reported that total income had reached 93.7% of the annual budget projection, and noted that such amount only included \$38,211 of revenue generated by the Gala to be held on September 30th. In concluding his remarks on revenue to date, Craig further noted that the revenue gap of \$33,798 to close during the final quarter of the year should be achieved given that the expected Gala revenue will be recorded in the last quarter and there remains \$15,876 left over from the 2022 campaign that has posted in this year. Commenting on total payroll expense, Craig noted that the amount incurred to date is slightly higher than projected (69% vs 67%) due to additional Director's salary agreed in the Spring. Lastly, Craig reported that the current checkbook had a balance as of September 28th of \$224,262 which would be sufficient funds to sustain the Library through the balance of 2023. 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:

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- Jaclyn updated the Trustees on the Summer programs which overall had been a great success with high attendance at the Library's various events. Particularly of note were the Author Talk with Suzaan Boettger on Robert Smithson's Paintings, the Book Clubs, the Memoir Writing Workshop, various fun and education events such as Nutty Scientists, Community Collage Hours and Houseplant swap. Jaclyn also noted that the Library collaborated with a number of third parties during the summer on certain events.
- Jaclyn noted upcoming events for the Trustees such as the following: AARP Smart Driver Course on October 13th and 14th; MVP Cardio & Core Series to be held on Wednesday mornings; an afternoon of Classical Guitar & Poetry with Terry Champlin and Prudence Garcia-Renart on October 14th; Local Author Talk with Beth Hayes & Thea Burgess: Writing Female Heroines on October 19th; Teen Journaling Workshop to be held on October 28th; and the Friends Book Sale to be held on October 27th and 28th.
- Jaclyn reported that the Library purchased three new/refurbished computers for patron stations. She noted that the Library has benefited greatly by the volunteer work of Beth Hayes, a former Deputy CIO at Vassar who is assisting the Library in supporting its IT infrastructure. Jaclyn also said that the sharing book program with the Samaritan Daytop Village has received rave reviews and thanks. As part of the continuing efforts to address ADA spots, Jaclyn also informed the Trustees that the gap between the ADA parking and sidewalk in the back of the Library has been repaired.
- As part of Jaclyn's initiative of highlighting the great work performed by Starr Library staff members, she spoke of the efforts of Christine Livesey, a Rhinebeck resident for over 20 years and longtime Starr patron. Christine has been working at the circulation desk since August, covering in the evenings and during other staff's vacations and sick days, along with being flexible on Saturdays. Christine has a Bachelor's degree in Fine Arts and Filmmaking from Carnegie Mellon University and a Master's in Education, and teaches Film and Acting at Dutchess Community College. Christine is also an artist and Jaclyn noted that she will be showing her artwork at Rhinecellar on October 6th. The Trustees thanked Jaclyn for that positive report. Jaclyn also noted that a number of new staff members have joined the Library in recent times.
- Jaclyn reminded the Trustees of the Budget Referendum on November 7th. She also reported that the merger of the Starr Institute and Starr Institute, Inc. has been completed and recorded. The official name is Starr Institute, Inc., d/b/a the Starr Library. Jaclyn updated the Trustees on her continuing focus on accessibility issues for the building. The new picnic tables and benches are also now in place, she noted also.
- Jaclyn further reported that the phone carrier had been shifted to T-Mobile for Government which will realize substantial savings to the Library and provides a T-Mobile hotspot. She also further reported that the Library joined Sourcewell, a cooperative purchasing program for government and education and non-profit organizations. She also has been reviewing other similar programs.
- Statistics for the month of July and August 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 –

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- Stephen Frost reported that the date of the next book sale has been moved to October 27th and 28th from October 20th and 21st so as not to conflict with the Sheep and Wool Festival.

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: The Building and Grounds Committee’s September 13th meeting minutes were distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees about the ongoing review of Central Hudson’s expenses, about which Craig reported on. The Trustees will be updated in the future. Jaclyn reported that the Committee continues to focus on ADA issues. A discussion ensued among the Trustees and all questions asked were appropriately answered.

Governance Committee: David reported that the Committee continues to review various policies and will be reporting to the Trustees on recommended changes. Certain policies were distributed for review by the Trustees.

IX. Ad Hoc Committee Reports –

Benefit Planning: Erin Humbaugh provided the Trustees with a detailed report on the upcoming Library Benefit. Erin’s report included a discussion of funds raised to date on sponsorships and ticket sales, along with expected attendance, among other items. A discussion ensued among the Trustees and all questions asked were appropriately answered.

X. Correspondence

None.

XI. Old Business

- Expansion: The Trustees discussed the current state of review of the Brogan building as an alternative site for the Starr Library. Minutes of the Expansion Committee meetings held on August 4th and September 7th were previously distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees and all questions asked were appropriately answered. The following resolution was presented to the Trustees:

“RESOLVED, that the Brogan Building, after much review and discussion by the Trustees, including tours of the building by a number of Trustees and the Director, shall no longer be considered as an alternative location for the Starr Library, and that Trustees and the Director’s continued focus and efforts shall be on expanding the current building and grounds.”

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

- Jaclyn then discussed the need for certain concrete work to be performed in front of the building. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the expenditure of up to \$6,000 for such work, which motion was seconded and unanimously approved.

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The minutes note that Laura Selicaró and Eric Steinman left the meeting at 6:30 pm to attend a parents' school function.

Jaclyn then noted that there was no longer any need for the expense for two additional bookcases for the Kelly Collection. A motion was made to rescind the approval of such expenditure, which motion was seconded and unanimously approved.

- Policies: Jaclyn introduced the updated Purchasing Policy and the Petty Cash Fund Policy, which draft policies were previously distributed to the Trustees in advance of the meeting. David noted that these policies will be discussed at the next meeting.

XII. New Business –

- The Trustees discussed whether additional CV information with respect to the Trustees should be included on the Starr Library website. A discussion ensued among the Trustees and all questions were appropriately answered. David agreed to report back to the Trustees with a proposal.

XIII. Public Comment Period

- Kathy Golden suggested that we include profiles of the board members on our website.

XIV. Executive Session – The Trustees held an executive session for Trustees only.

XV. Adjournment

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

Next Meeting Date October 26, 2023, 5:30 p.m.