

# **November 2023 Board Materials Packet (in progress)**

## **AGENDA**

**STARR LIBRARY 68 WEST MARKET STREET**

**BOARD OF TRUSTEES**

**RHINEBECK, NY 12572**

### **NOTICE OF MEETING**

**Thursday, November 16, 5:30 PM**

- I. Call to order and review of agenda
- II. Public Comment Period
- III. Secretary's Report-Minutes from October 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. Patron Code of Conduct
- XIII. New Business
  - A. Sunday Hours
  - B. 2024 Library Closure Dates and Board Meeting Dates
  - C. Budget Presentation

D. Planning for Next Benefit

XIV. Public Comment Period

XV. Adjournment

Next Meeting: December 21, 5:30

Next Meeting Date: November 21, 2024

# PRIOR MEETING MINUTES FOR APPROVAL

## **Starr Library Board of Trustees**

### **Public Meeting: October 26<sup>th</sup> 2023**

Present:

David, Eve, Eric, Erin, Andrew, Jaclyn, Stephen F., Laura S., Craig and Laura C.

Absent: Valerie

### **Call to order at 5:33pm**

Approval of the **agenda** by unanimous consent.

**Public Comment Period I:** No public comments.

**Minutes from Last Meeting:** Jaclyn added clarification to the minutes of the previous month's minutes. Kathy Golden had suggested that board members put personal profiles on the library website. The Board had approved that idea in the September meeting. That change is now in the draft minutes of the September meeting on the Starr website.

Craig moved to accept the minutes. David seconded. All present voted aye.

**Treasurer's Report:** As of the books at the end of September we are three quarters of the way through the year. Spending is right on track with overall operating expenses being very close to the 75% proportion. Largest regular expense (payroll) is at 76%. Some significant quarterly and annual expenses are yet to post. The Gala expenses were not all posted as of the end of September. Starr has spent 55% of the annual budgeted amount on books. The endowment balance is \$1.45 million slightly down from the previous month but within range of what it has been over previous months. Spectacular fundraising efforts have added to operating funds and Starr is on target to finish the year in the black.

Jaclyn added that the book budget percentage quoted in the one account line does not reflect the spending on large print and eBooks that are funded by the Friends. Those are accounted for separately.

Erin moved to accept the Treasurer's Report. Laura Charles seconded. All present voted aye.

**Director's Report:** Jaclyn went over the Director's Report that had been submitted prior to the meeting and reflected on the tremendous success of the September 30<sup>th</sup> benefit gala and the abundant support and positive feedback she has received from the community. Congratulating and thanking all who participated in and supported this event.

Early voting is starting October 28<sup>th</sup> and will continue through November 5<sup>th</sup>. Election day is November 7<sup>th</sup>. Starr is a polling location for two of the districts. Starr has posted information on voting locations, dates and times on the Starr website.

Programs are strong, numbers are down a bit in September, impacted by the holidays and start of school, normal for September. Looking forward to an upcoming web program with Ned Blackhawk. Paris is working on developing the Starr manga collection. Instagram feature

“Off-The-Shelf” and “This Day in History” book display in the library. Culture Connect is doing a display on Day of the Dead. Words and Images by Gina Palmer show is going up.

Sidewalk work is underway grinding down the lip of the curb in front of the library. Rhinebeck Village is inquiring about Starr’s consent on replacing the London Plane tree near the NE corner of the Starr lot adjacent to library property. No objections were offered.

Starr had a staff meeting this morning (10-26) that went well. Highlighting employee Dagmar Yadow who is present in the board meeting. Dagmar is retiring in November after 25 years of working at Starr Dagmar has also been a volunteer at Starr working very hard on the book sale and with the Friends. Dagmar has made a scrap book collecting articles and photographs. The board thanked Dagmar and applauded her longstanding contribution.

There will be yard signs ready tomorrow (10-27) for the 414 vote. Ten (10) signs will be ready for pickup and should be installed in areas with heavy traffic.

#### **Friends Report:**

Stephen Frost pointed out that the third book sale of the year is now being prepared in the other room. It will start tomorrow (10-27) and will run through Saturday (10-28).

**Claims and Warrants:** Craig placed the claims and warrants of Starr Library before the board with the recommendation that they be paid. Eve moved to approve payment. Erin seconded. All present voted aye.

#### **Standing Committee Reports:**

**Governance:** The committee looked over the patron code of conduct and are bringing it to the whole board for a first reading. Two other policies that were brought before will be up for approval. The committee also covered some personnel issues that were confidential.

#### **Fundraising Committee:**

Starr had a benefit since the last time that the Board met. It went well. Gross income from the benefit was \$71,229. Starr spent \$13,458 to produce the benefit gala. Net income was \$57,707. This exceeded the goal of \$40,000. 170 people were in attendance 254 tickets were sold. Just from ticket sales, \$15,535 Sponsorships (500 or more) \$48,350 Auction \$5,824 Raffle \$1,080 T-shirts \$440. Fundraising Committee will have a meeting to discuss doing this again. Horticulture building was a great choice.

#### **Expansion:**

Committee met with Lisa Wilson to discuss a feasibility study for the Starr Expansion. Costs could start around \$60,000 for services from feasibility to fundraising right up to construction. Laura suggested that the post-its from the benefit should be reviewed by the committee to assess new ideas, needs and wants. Visuals and fundraising materials can follow the feasibility study. Committee should continue by putting together a list of libraries in the area (not necessarily in Mid-Hudson) that have recently completed an expansion and see how they have handled the process. It would be useful for the committee to review the process that Starr followed in 2005.

#### **Correspondence:**

Starr has received a nice letter from Judy Johnston commending the staff.

The Board went into **Executive Session**

Executive session was ended a few minutes later.

David presented the **Petty Cash** policy drafted by the Governance Committee. Eve moved to accept the policy Laura Charles seconded. All present voted aye.

David presented the **Purchasing Policy** that was recommended by the committee. Eve moved to accept the purchasing policy as had been presented to the board, Craig seconded. All present voted aye.

David presented the **Patron Code of Conduct** policy. One addition was made to the policy since it had been presented to the board and that was to add the statement, "Please refrain from entering staff-only spaces". The version in the Google drive has the added statement. This will be brought to the board for a vote in the November meeting.

All board members will need to complete annual sexual harassment prevention training.

Eve clarified that the November Starr Board of Trustees meeting will be on the 16<sup>th</sup> of November.

**New Business:**

Eric announced that he will be leaving the board after the first of the year due to additional constraints on his time.

Jaclyn presented the annual financial statement from Grady CPA along with the Form 990 and a letter attesting to the completeness and accuracy of the statement. Craig stated that he had reviewed the financial statements and found them consistent with what the Treasurer had been engaged with over the past year. Craig recommended the acceptance of the financial statements. Jaclyn stated that the mission statement on the 990 form was outdated along with some other minor facts that needed to be changed. An updated statement would be prepared with the minor changes in place. Once approved, the financial statements will be available on the Starr website. Erin moved to accept the draft. Andrew seconded. All present voted aye.

**Public comment period:**

Congratulations on a successful benefit. Erin moved, Laura Charles seconded. All present voted aye.

**Adjourned**

# TREASURER'S REPORT

## INCOME VS. EXPENSES

3:59 PM  
11/07/23  
Cash Basis

### Starr Institute, Inc. Income & Expense October 2023

	Oct 23
Ordinary Income/Expense	
Income	
4007 · Other Donations, Bequests, Etc.	5,000.00
4019 * · Fines/Copier/Rental	
4021 · Copier Fees	104.25
4022 · Overdue Fines	38.75
Total 4019 * · Fines/Copier/Rental	143.00
4044 · Gala Fund Raising Event Income	8,880.56
4052 · Interest & Dividend Income	21.45
Total Income	14,045.01
Expense	
5000 · Total Payroll Expenses	
Payroll Processing	116.36
Payroll Taxes ADP	8,089.24
5010 · Salaries & Wages	
Net Payroll ADP	20,610.71
Total 5010 · Salaries & Wages	20,610.71
Total 5000 · Total Payroll Expenses	28,816.31
5007 * · Supplies/Other	
5031 · Library Supplies,Printing,Posta	145.06
Total 5007 * · Supplies/Other	145.06
5008 * · Maintenance/Garbage	
5035 · B & G Maintenance	2,055.00
5038 · Trash Removal	137.12
Total 5008 * · Maintenance/Garbage	2,192.12
5009* · Utilities	
5034 · Telephone	249.73
5037 · Electricity	1,449.34
5039 · Water	147.00

**Starr Institute, Inc.**  
**Income & Expense**  
October 2023

	Oct 23
Total 5009* · Utilities	1,846.07
5020 · Accounting	300.00
5029 · Books Purchased with Donations	33.12
5030 · Books	1,513.67
5042 · Tech, Equipment & Expenses	80.45
5043 · Programming	787.29
5044 · Gala Fundraising Event Expense	8,096.76
5045 · Professional & Consulting Fees	44.18
5046 · Mid Hudson Library Fees	2,064.00
5062 · Capital Expenses	2,925.00
6800 · Donations/ Bequests Spending	565.03
9200 · Square/Paypal/Credit Card Fees	64.00
Total Expense	49,473.06
Net Ordinary Income	-35,428.05
Other Income/Expense	
Other Income	
Other Operating Income	
4038 · Program's Income	226.94
7000 · Director's Discretionary Fund	2,120.00
Total Other Operating Income	2,346.94
Total Other Income	2,346.94
Other Expense	
8001 · Grant Expenditure	555.00
Total Other Expense	555.00
Net Other Income	1,791.94
Net Income	-33,636.11

## BUDGET VS. ACTUAL

4:01 PM  
11/07/23  
Cash Basis

**Starr Institute, Inc.**  
**Budget vs. Actual**  
January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · 414 Tax Receipts	394,800.00	394,800.00	0.00	100.0%
4002 · Friends of Library	31,473.80	25,000.00	6,473.80	125.9%
4005 · NYS,Dutchess Cty & MHLS Revenue	225.09	2,000.00	-1,774.91	11.3%
4007 · Other Donations, Bequests, Etc.	7,000.00			
4008 · Fundraising	0.00	0.00	0.00	0.0%
4019 * · Fines/Copier/Rental				
4021 · Copier Fees	1,090.50			
4022 · Overdue Fines	532.97			
4019 * · Fines/Copier/Rental - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total 4019 * · Fines/Copier/Rental</b>	<b>1,623.47</b>	<b>1,500.00</b>	<b>123.47</b>	<b>108.2%</b>
4031 · Contributions-Current Drive	15,875.67	55,000.00	-39,124.33	28.9%
4044 · Gala Fund Raising Event Income	71,168.11	40,000.00	31,168.11	177.9%
4052 · Interest & Dividend Income	313.09	600.00	-286.91	52.2%
4053 · Gain/Loss on Sale of Securities	970.70			
<b>Total Income</b>	<b>523,449.93</b>	<b>518,900.00</b>	<b>4,549.93</b>	<b>100.9%</b>
<b>Expense</b>				
5000 · Total Payroll Expenses				
Payroll Processing	2,060.25			
Payroll Taxes ADP	94,511.80			
5010 · Salaries & Wages				
Net Payroll ADP	237,235.29			
5010 · Salaries & Wages - Other	0.00	400,449.00	-400,449.00	0.0%
<b>Total 5010 · Salaries &amp; Wages</b>	<b>237,235.29</b>	<b>400,449.00</b>	<b>-163,213.71</b>	<b>59.2%</b>
<b>Total 5000 · Total Payroll Expenses</b>	<b>333,807.34</b>	<b>400,449.00</b>	<b>-66,641.66</b>	<b>83.4%</b>
5007 * · Supplies/Other				
5031 · Library Supplies,Printing,Posta	5,307.12			
5040 · Supplies	168.00	6,000.00	-5,832.00	2.8%
<b>Total 5007 * · Supplies/Other</b>	<b>5,475.12</b>	<b>6,000.00</b>	<b>-524.88</b>	<b>91.3%</b>
5008 * · Maintenance/Garbage				
5035 · B & G Maintenance	33,880.15			
5038 · Trash Removal	1,316.61			
5008 * · Maintenance/Garbage - Other	0.00	42,000.00	-42,000.00	0.0%
<b>Total 5008 * · Maintenance/Garbage</b>	<b>35,196.76</b>	<b>42,000.00</b>	<b>-6,803.24</b>	<b>83.8%</b>
5009* · Utilities				
5034 · Telephone	4,947.19			
5037 · Electricity	11,368.34			
5039 · Water	336.00			
5009* · Utilities - Other	0.00	33,200.00	-33,200.00	0.0%
<b>Total 5009* · Utilities</b>	<b>16,651.53</b>	<b>33,200.00</b>	<b>-16,548.47</b>	<b>50.2%</b>
5020 · Accounting	3,000.00			
5021 · Fund Raisg Exp	2,686.20			
5029 · Books Purchased with Donations	250.80			
5030 · Books	28,835.10	50,000.00	-21,164.90	57.7%
5032 · Annual Drive Expenses	246.00	4,000.00	-3,754.00	6.2%
5033 · Insurance	-6,526.98	16,000.00	-22,526.98	-40.8%
5036 · Miscellaneous Expense	0.00			
5041 · Health Insurance	18,113.00	18,113.00	0.00	100.0%



4:01 PM  
11/07/23  
Cash Basis

**Starr Institute, Inc.**  
**Budget vs. Actual**  
January through October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
5042 · Tech, Equipment & Expenses	1,468.16	4,000.00	-2,531.84	36.7%
5043 · Programming	6,257.80	7,000.00	-742.20	89.4%
5044 · Gala Fundraising Event Expense	12,908.30	10,000.00	2,908.30	129.1%
5045 · Professional & Consulting Fees	1,308.35	8,500.00	-7,191.65	15.4%
5046 · Mid Hudson Library Fees	9,504.00	12,500.00	-2,996.00	76.0%
5048 · Marketing	851.44			
5049 · Professional Development	509.00	1,500.00	-991.00	33.9%
5062 · Capital Expenses	2,925.00			
6800 · Donations/ Bequests Spending	27,196.46			
9200 · Square/ Paypal/ Credit Card Fees	824.56	200.00	624.56	412.3%
<b>Total Expense</b>	<b>501,487.94</b>	<b>613,462.00</b>	<b>-111,974.06</b>	<b>81.7%</b>
<b>Net Ordinary Income</b>	<b>21,961.99</b>	<b>-94,562.00</b>	<b>116,523.99</b>	<b>-23.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Other Operating Income</b>				
Insurance Refund	0.00	9,000.00	-9,000.00	0.0%
4038 · Program's Income	1,054.99			
4040 · Donations for Books	504.35			
7000 · Director's Discretionary Fund	11,600.85			
<b>Total Other Operating Income</b>	<b>13,160.19</b>	<b>9,000.00</b>	<b>4,160.19</b>	<b>146.2%</b>
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%
<b>Total 8100 · Non-Operating Income</b>	<b>108,418.12</b>	<b>58,000.00</b>	<b>50,418.12</b>	<b>186.9%</b>
8200 · Transfer To Endow	-46,137.70			
8202 · Transfer from Endowment	-62,280.42			
9000 · Restricted Donations	5,000.00			
<b>Total Other Income</b>	<b>23,160.19</b>	<b>78,000.00</b>	<b>-54,839.81</b>	<b>29.7%</b>
<b>Other Expense</b>				
<b>Other Operating Expense</b>				
7020 · Director's Disc. Fund Expense	2,046.94			
<b>Total Other Operating Expense</b>	<b>2,046.94</b>			
8001 · Grant Expenditure	9,664.65	11,000.00	-1,335.35	87.9%
<b>Total Other Expense</b>	<b>11,711.59</b>	<b>11,000.00</b>	<b>711.59</b>	<b>106.5%</b>
<b>Net Other Income</b>	<b>11,448.60</b>	<b>67,000.00</b>	<b>-55,551.40</b>	<b>17.1%</b>
<b>Net Income</b>	<b>33,410.59</b>	<b>-27,562.00</b>	<b>60,972.59</b>	<b>-121.2%</b>

# DIRECTOR'S REPORT

November 2023

## LIBRARY FUNDING INCREASE

Congratulations and thank you to the board and the community for supporting our budget increase, passed on Nov. 7 by 70% of the 2,608 people who voted. Also, Governor Hochul signed the Municipal Ballot Petition Reduction Act on Oct. 25, which means we only need to gather 25 signatures next time around!

## PROGRAMS

Attendance	June	July	Aug	Sep	Oct
Adult ongoing programs/series/clubs	342	376	344	286	271
Special events ✧	504	436	419	240	638
Children's/YA programs*	419	672	409	219	253
Outside groups - reserved rooms	112	59	35	110	29
Virtual programs	40 (est)	42	36	43	30
<b>Total</b>	<b>1417</b>	<b>1553</b>	<b>1243</b>	<b>898</b>	<b>1191</b>

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

✧ Special events includes estimates on Friends book sale attendance.

### Highlights from October:

- **Literary:** Author programs with Michael Gelb, Alex Gino, Beth Hayes, Evan Hughes; memoir writing workshop, book clubs
- **Fun, Health & Education:** safe driving course, clothing swap, botanical photography, two film screenings/conversations at Upstate Films
- **Outside Groups & Partnerships:** AARP, Anderson Center, Beatrix Farrand Garden, Culture Connect, Farmer's Market, La Leche League, Morton Memorial Library, MVP, Oblong Books, Thrift 2 Fight, Upstate Films

### Upcoming Programs

- Starr will be the Sinterklaas headquarters on Dec. 2.
- The Rhinebeck Garden Club will again be doing a wreath fundraiser for us.
- New Fiction Workshop with Lilliana Kahan, Dec. 14.

- The entire Rhinebeck High School senior class will visit for a cross-generational program on the life-cycle of an idea on Dec. 15.
- Local Author Wendy Chin-Tanner in Conversation with Jamia Wilson, Dec. 19.

## PATRON SERVICES

- Current Art Show: Words and Images curated by Gina Palmer (reception on Dec. 1)

## BUILDING & GROUNDS

- Sidewalk curb grinding has happened but the project isn't finished.

## PERSONNEL

- **Welcome:** Marybeth De Filippis is our new Office Manager/Bookkeeper. She has a broad skill set, ranging from bookkeeping to investment management, donor management and database management, art history research and writing, plus she ran her own interior design firm. She holds two masters degrees, one from the Bard Graduate Center, an MBA in Finance from Wharton, and undergraduate degree from the University of Connecticut. We had 35 applicants for this position and Marybeth was the clear stand-out and first choice.
- Recommend adding a new part-time Programming Assistant based on recent interviewing.

## OTHER

- NYLA Conference 2023 - Over the course of 3 days, we attended 12 sessions collectively on a range of topics. Lots of inspiration!
  - Chat GPT in Libraries
  - Planning a Successful Yearlong Program Series
  - How to Push Boundaries without Pushing Buttons
  - Environmentally Sustainable Libraries
  - Collection Development Strategies for Diversity, Equity, and Inclusion
  - Communication Skills for Developing Leaders
  - What We Learned as Library Administrators
  - Tech Trends for Libraries in 2024
  - Designing Community Centered Libraries
  - Turning Your Library into a Community Destination
  - Friend-Raising to Revive and Rekindle Growth
  - Fundraising Refresh
- MHLS Annual Business Meeting - I encourage trustees to keep an eye out for this event next October. It's an excellent way to connect with trustees from other libraries and to get a sense of the system services. In addition to summarizing MidHudson's work from the past year, Rebekkah Smith Aldrich was celebrated for 25 years of working at MidHudson. The keynote speaker was the director of the ALA's Office of Intellectual Freedom, Deborah Caldwell-Stone, and she gave an outstanding presentation on the

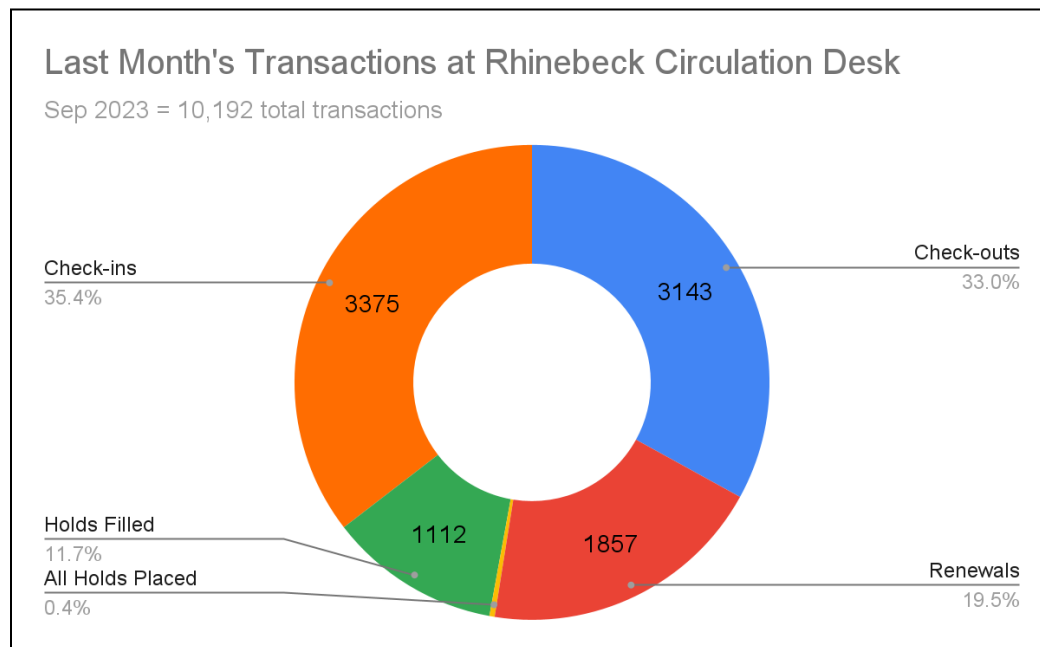
state of book challenges around the country. 2022 doubled the number of book challenges from 2021, five times the number of challenges from 2019, and 2023 is on track to exceed 2022 by a lot.

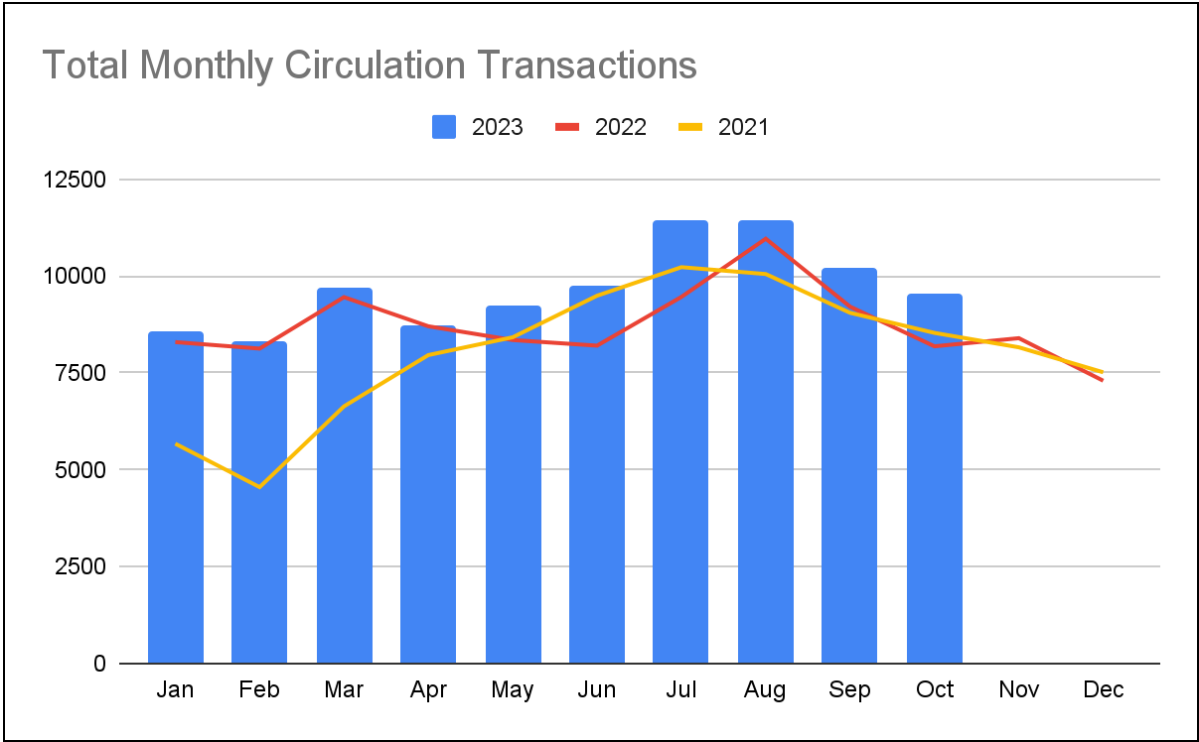
- MHLS makes 296 stops (3,500 miles) per week and sorts an average of 4,355 items per day
- For every \$1 in State Aid invested in MHLS, the community receives \$10 worth of services
- 3.2 million items were loaned to cardholders by member libraries
- 354,517 bibliographic records were process by the MHLS cataloging team
- There are 312,876 cardholders in our library system, across 66 libraries
- Starr will be hosting the Dutchess Directors' Association Meeting on Nov. 17.
- The new patron catalog (called "Discover" but also referred to as Vega internally) is rolling out next month!
- Mark Fuerst asked me to speak at the HV Pilot anniversary benefit on the topic of civic information organizations.

## SUGGESTED FOCUS FOR THE BOARD

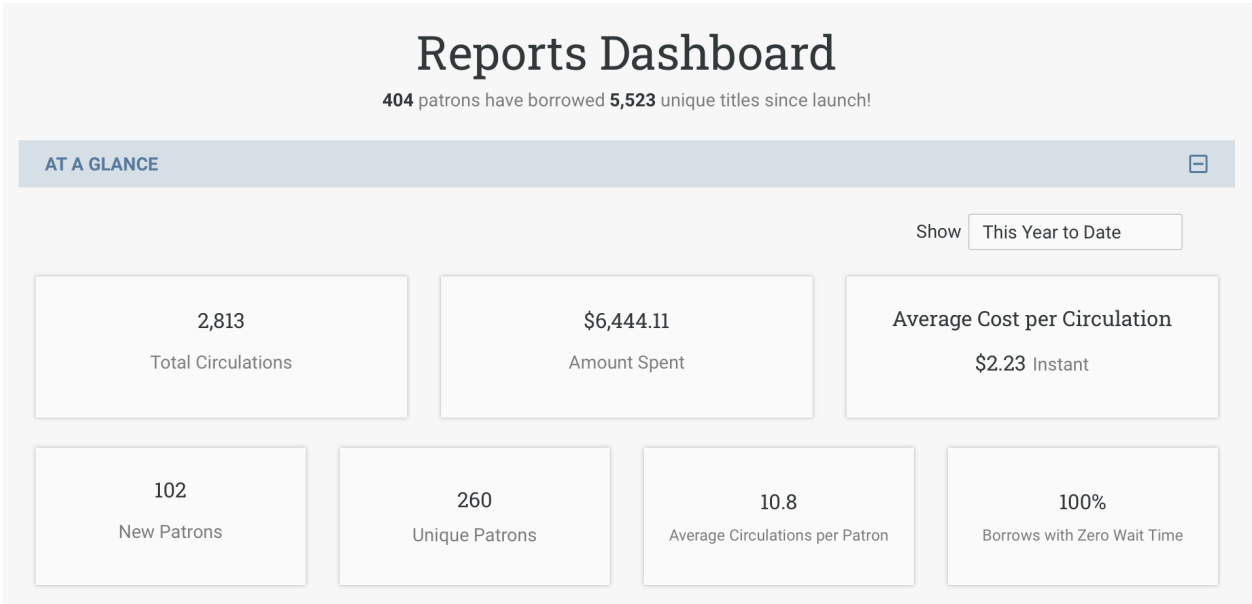
- Upcoming events to promote:
  - Art Show Reception on Dec. 1 at 5:30pm
  - Family Community Party on Dec. 16 from 1-3, followed by DIY at the Library from 3-4

## STATISTICS





HOOPLA YTD



## **BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES**

Didn't meet this month

## **EXPANSION COMMITTEE MEETING MINUTES**

Committee met on 11/15. Minutes will be included in next month's packet.

## **GOVERNANCE COMMITTEE MEETING MINUTES**

Didn't meet this month

## **FINANCE COMMITTEE MEETING MINUTES**

Waiting for minutes

## **PR COMMITTEE MEETING MINUTES**

Didn't meet this month

## **FUNDRAISING COMMITTEE MEETING MINUTES**

Didn't meet this month

# ATTACHMENTS

## 2024 Library Closure Proposed Dates

Monday, January 1 New Year's Day  
Monday, January 15 MLK Day  
Monday, February 19 Presidents' Day  
Sunday, March 31, Easter  
Monday, May 27 Memorial Day  
Wednesday, June 19 Juneteenth  
Thursday, July 4 Independence Day  
Monday, September 2 Labor Day  
Thursday, November 28 Thanksgiving  
Friday, November 29 Native American Peoples Day  
Tuesday, December 24 CLOSE EARLY\*  
Wednesday, December 25 Christmas  
Tuesday, December 31 CLOSE EARLY\*

### 2023 Approved Library Closure Dates:

Monday, January 1 New Year's Day  
Monday, January 16 MLK Day  
Monday, February 20 Presidents' Day  
Monday, May 29 Memorial Day  
Monday, June 19 Juneteenth  
Tuesday, July 4 Independence Day  
Monday, September 4 Labor Day  
\*\*  
Thursday, November 23 Thanksgiving  
Friday, November 24 Native American  
Monday, December 25 Christmas  
(12/31 is a Sunday)

\*Because we are staying open on Veterans Day, I propose we either offer staff a floating holiday OR we close early on Christmas Eve and New Year's Eve. Typically, almost no patrons come to the library in the afternoon on those days.

\*\*Historically, Starr was closed on Veterans Day because a staff member (now retired) was a veteran. In 2023 we stayed open and didn't provide an alternate day off. Also historically, the library stayed open on Indigenous Peoples Day (Columbus Day) and gave staff off the day after Thanksgiving instead; we continued that in 2023.

\*\*\*I propose giving Paris an equivalent number of holidays off to make up for the fact that she never works on Mondays. In 2024, that would be an extra 5 floating holidays.