

**STARR LIBRARY BOARD OF TRUSTEES**

**68 WEST MARKET STREET**

**RHINEBECK, NY 12572**

**NOTICE OF MEETING Thursday, December 21, 2023, 5:30 PM**

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

**Absent: Eric Steinman**

**Friends Representative: N/A**

- I. Call to order and review of agenda: David Lavallee, Chair, called the meeting to order at 5:30pm.
- II. Public Comment Period –  
  
No comments.
- III. Minutes from the November 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 unanimously approved.
- IV. Treasurer’s Report –  
  
Craig Oleszewski presented his report (which included figures through the end of November 2023), previously provided to the Trustees in advance of the meeting. Craig noted that the period presented represents 92% of the year, with income equal to approximately 100% of the budget and expenses being slightly below projections for the end of the eleventh month period at 89% of the budget. Craig stated that The Friends of the Library have contributed an additional \$1,500, bringing their total support to 32% more than the amount projected. Craig noted the Board’s appreciation for the support from The Friends. Craig further noted that Starr Library has spent less on the purchase of books than projected but no other expenses were significantly different than amounts projected. Lastly, Craig reported that the current checking account had a balance of \$129,148 which would be sufficient funds to sustain the Library through the balance of 2023. Craig noted that the public tax funds would be received in the first quarter of 2024. Craig thanked all the Trustees for their support. 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 reported on the Starr library programs which overall had been a great success with high attendance at the Library's various events. The Director particularly noted the virtual events, including the author program with Ned Blackhawk with approximately 200 attendees.
- Jaclyn noted upcoming events for the Trustees such as the following: Art Opening & Poetry Reading, Fiction Workshop and Stroke Awareness with Rhinebeck at Home.
- Jaclyn then gave a brief report on buildings and grounds issues, including the change in phone systems.
- As part of Jaclyn's initiative of highlighting the great work performed by Starr Library staff members, she noted the 25<sup>th</sup> anniversary of Brooke Stevens who joined the staff of the Starr Library in 1998. The Trustees noted the great work and dedication of Brooke throughout the years.
- Statistics for the month of November 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.

The Friends' Report – Due to the absence of a representative of The Friends at the meeting, there was no report.

#### VI. 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 approved.

#### VII. Standing Committee Reports –

**Nominating Committee:** David updated the Trustees of the Committee's interview process for an additional Trustee. It was noted that Eric Steinman was leaving the Board due to other commitments. The Trustees expressed their many thanks and great appreciation of Eric's service as a Trustee. David then provided information on the process of selecting a new Trustee member, and the candidate recommended by the Nominating Committee, Jay Burgess. Jay has been a resident of the Rhinebeck Village for two decades and has held the position of Director of Communications of Scenic Hudson. He has been affiliated with the Culinary Institute and was a press secretary for a U.S. congressman. David expressed the Nominating Committee's process and the unanimous enthusiasm of the Committee for Jay's candidacy. Jay, who was present at the meeting, provided background on his career and the background of his interest in serving as a member of the Board of Trustees. The Trustees asked Jay a number of questions, during which a discussion ensued. Jay then left the meeting and a further discussion ensued among the Trustees about Jay's candidacy and qualifications. All questions asked were appropriately answered. A motion was made to approve Jay as a Board of Trustees member, which motion was seconded and unanimously approved as set forth below.

Resolved, that Jay Burgess be, and he hereby is, elected as a Trustee of Starr Library, to fill the vacancy open by the resignation of Eric Steinman, with a term through Dec. 31, 2026.

The Nominating Committee also made recommendations on the election of officers of Starr Library as follows:

David Lavalley – President and Chair  
Eve Wood – Vice President  
Craig Oleszewski – Treasurer  
Valerie Jacob – Secretary

David led a discussion of each of the roles and the various proposed Trustee appointments. The Trustees thanked Laura Selicaró for all her work as Vice President and acknowledged the responsibilities she was undertaking as head of the Building Expansion/Renovation Project Committee. A motion was made to elect the individuals to the roles as recommended, which motion was seconded and unanimously approved on each position, which each Trustee abstaining from the vote on his/her appointment.

**Fundraising Committee:** A report was given by Laura Charles on the status of the Fundraising Committee. The next benefit is tentatively being planned for February/March 2025. A discussion ensued among the Trustees of themes and other planning initiatives.

**Finance Committee:** Craig provided his report to the Trustees, with a number of the topics previously covered by his Treasurer's report described earlier. The Director then led a discussion of the proposed Annual Budget for 2024. The topics included expected revenue, expenses and notable differences from 2023. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the proposed 2024 Budget, which motion was seconded and unanimously approved. Craig then led a discussion of the Finance Committee's recommendation to change the Starr Library's independent investment advisor. He reported on the process of interviewing candidates for the position, investment strategy presented by each, fees and the individual teams who would be responsible for the account. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was then made to appoint TIAA, which motion was seconded and unanimously approved.

**Governance Committee:** David reported that the Committee continues to review various policies and will be reporting to the Trustees on recommended changes to the Meeting Room Policy and Guidelines at the next meeting. He also discussed with the Trustees, given the Trustee's legal duties, of the importance of being responsible for, and ensuring appropriate control with respect to, The Friends' financial controls, reporting and financial information. The Meeting Room Policy and Guidelines was distributed to the Trustees for discussion at the next meeting.

VIII. Ad Hoc Committee Reports –

**Building Expansion/ Renovation Project Committee:** Laura Selicaró and Erin Humbaugh updated the Trustees on certain next steps to consider, including related to fundraising, the capital campaign and obtaining a feasibility study. A discussion ensued among the Trustees and all questions asked were appropriately answered. The Committee agreed to determine if separate legal representation was recommended in the context of obtaining a feasibility study.

IX. Correspondence

None.

**X. Old Business**

Website: The Trustees discussed expanding the CV information of each of the Trustees on the website.

**XI. New Business –**

- Jaclyn introduced the Meeting Room Policy and Guidelines to discuss at the next meeting. Such policy was distributed to the Trustees for their review.

**XII. Public Comment Period**

- None

**XIII. Executive Session –None**

**XV. Adjournment**

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:30p.m.

Next Meeting Date      January 25, 2024, 5:30 p.m.