

March 2024 Board Materials Packet (in progress)

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday, March 28, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from February meeting
4. Treasurer's Report
5. Director's Report
6. Friends' Report
7. Claims and Warrants: Motion to approve payments of claims and warrants
8. Standing Committee Reports and Anticipated Action Items
9. Ad Hoc Committee Reports
10. Correspondence
11. Executive Session (if needed)
12. Old Business
 - A. Code of Ethics
 - B. Hours for Library Property
 - C. E-Rate Application & Bids
13. New Business
 1. February Celebration Rental Authorization
 2. Committee of the Corporation Arrangement with Friends Authorization
 3. Custodial Account Arrangement with Friends Authorization
 4. MidHudson Library System MOU
14. Public Comment Period
15. Adjournment

Next Meeting: April 18, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

MEETING MINUTES

Thursday, February 22, 5:30 PM

- I. The meeting was called to order at 5:34 pm with Trustees Craig Oleszewski, Jay Burgess, Laura Charles, Andrew Schulkind, Eve Wood, Erin Humbaugh and Board President David Lavallee in attendance along with Director Jaclyn Savolainen and three members of the public. Trustees Valarie Jacobs and Laura Selicaro and Friends of Starr President Stephen Frost were absent. The agenda was approved and there were no objections.
- II. Public Comment Period: Julie Zito stated her congratulations on the recent event held with Upstate. She also stated that she would forward her comments on policy to the board in writing.
- III. Secretary's Report: The secretary is absent but the meeting minutes were posted on the website and in the board folder on the Google Drive. There were no exceptions taken. Motion to accept by Laura Charles, seconded by Eve. Passed unanimously.
- IV. Treasurer's Report. The treasurer read the report for January (appended). Starr annual disbursement was received this week bringing the operating checkbook balance to \$518,000. M&T Capital Fund balance is at \$39,000 and the endowment is at \$1.5M.

Craig called for a motion to set aside \$125,000 of the operating balance (Rhinebeck Bank) into an interest bearing account such as a CD. Rhinebeck has an offer of a 7-month CD that will mature in October/November netting Starr a few thousand dollars in interest and it is unlikely Starr will be needing access to these funds before then. Eve Wood formally made the motion to set aside \$125,000 in an interest bearing CD. There was a brief discussion about the amount and the timing of the maturity of the CD. Erin seconded the motion. All members present voted in favor and the motion passed.

Craig made a motion to add Eve Wood to the signature sheets at Rhinebeck Bank and M&T and to remove Karen Ungar's name from the sheets because she has left the board. Laura Charles seconded the motion. All present voted in favor and the motion passed.

- V. Director's Report: Jaclyn read the Director's Report (appended)
- VI. Friends' Report. Stephen Frost was unable to attend but sent his written comments to Jaclyn. The Friends have \$58,000 on hand. The October book sale netted \$8,300, In 2023, the Friends contributed \$33,000.

- VII. Claims and Warrants: Motion was made by Craig to approve payments of claims and warrants. Laura Charles seconded. All present voted in favor and the motion passed.
- VIII. Standing Committee Reports and Anticipated Action Items
 - A. Governance Committee Report, Governance met and discussed the ethics policy and open meetings policy. Those measures will be brought forward as amended.
 - B. Finance Committee Report: Finance Committee met on February 2nd and discussed the investment policy as drafted and shared with everyone (attached). The policy was read and presented for approval by a motion from Craig, Erin seconded. There was a brief discussion by David explaining the policy. All present voted in favor and the motion passed. The policy is adopted.
 - C. PR/Communications Committee Report: The committee met this month and discussed the annual report to the community. Discussed the merit of building a campaign around the Mary R Miller Society. Discussion about mentioning donor's names on the website. Weighing the merits of recognizing donors while protecting anonymity and privacy.
 - D. Buildings & Grounds Committee Report: Committee met on the 13th and discussed the installation of fiber optic, experimental roll-out of a VOIP phone system and the prospect of improving accessibility by providing table-top electrical outlets. The water heater is currently turned on after having been switched off inadvertently for months. Future improvements will include on-demand water heaters. One of the heat pumps is not working and there was a brief discussion about getting it repaired.
 - E. Fundraising Committee Report: Met on Feb 20th, Planning the next gala for Feb, 2025. Looking into Brookmeade Pavilion as a venue. More help will be needed than last time, possibly reaching out to former trustees. Will put out an open call on the website. The committee discussed possibilities for making it easy for people to give, like putting a Starr Jar out at events for collecting donations.
- IX. Ad Hoc Committee Reports
 - A. Expansion Committee Report: The committee met with three different firms to explore their services for providing a feasibility study. All three have been asked for proposals and fee structures. March 8th deadline for proposals. All three are interested.
- X. Correspondence: Jaclyn related the sad news of the passing of Helen Huber. Helen had volunteered at Starr for over 25 years. She is remembered fondly by those who knew her and worked with her. Two children who visit Rhinebeck and use the library with their grandparents donated \$23.05 of their own personal savings. Starr will use this to buy a children's book on giving and sharing.
- XI. No Executive Session was needed.
- XII. Old Business
 - A. Investment Policy was discussed and adopted earlier in the meeting.
- XIII. New Business
 - A. TIAA Trust Resolutions (appended) A document will be signed at the end of the meeting. The resolution was read aloud. Eve moved to approve the trust resolution. Erin seconded. David clarified that no individual will make any

investment decisions, those will be done by action of the board. All present voted in favor and the resolution passed.

- B. First reading of Open Meetings Law Policy (document appended)
 - C. First reading of Ethics Policy (document appended)
 - D. Approve 2023 Annual Report to New York State. Craig moved to accept the report that was provided. Laura Charles seconded. All present voted in favor and the motion passed.
- XIV. Public Comment Period Julie Zito will forward her comments in writing.
- XV. Adjournment 6:40pm

Next Meeting: March 28, 5:30 PM

TREASURER'S REPORT

Starr Treasurer's Report

INCOME VS. EXPENSES

Starr Library
Statement of Activity
February 2024

| | TOTAL |
|--|------------------|
| Expenditures | |
| 5001 Staff Expenses | |
| 5001.01 Salary & Wages | |
| 5001.011 Certified Librarians | 25,989.51 |
| 5001.012 Clerical Staff | 16,202.20 |
| 5001.013 Students | 360.00 |
| Total 5001.01 Salary & Wages | 42,551.71 |
| 5001.02 Employee Benefits | |
| 5001.021 Health Insurance | 4,077.23 |
| Total 5001.02 Employee Benefits | 4,077.23 |
| 5001.03 Other Staff Expenses | |
| 5001.031 Payroll Taxes | |
| 5001.0312 Social Security | 2,638.21 |
| 5001.0313 Medicare | 617.03 |
| Total 5001.031 Payroll Taxes | 3,255.24 |
| 5001.032 Disability/Family Leave Insurance | -203.55 |
| 5001.037 Worker's Comp Insurance | 193.61 |
| 5001.038 Payroll Administrative Fees | 121.06 |
| Total 5001.03 Other Staff Expenses | 3,366.36 |
| Total 5001 Staff Expenses | 49,995.30 |
| 5002 Collection Expenses | |
| 5002.00 Print Materials | |
| 5002.001 Print Books | |
| 5002.0011 Funded | 2,098.46 |
| 5002.0012 Large Print Funded | 150.33 |
| Total 5002.001 Print Books | 2,248.79 |
| 5002.002 Periodicals | 75.99 |
| Total 5002.00 Print Materials | 2,324.78 |
| 5002.01 Electronic (Online) Materials | 1,613.69 |
| 5002.05 Other Circulating Materials | |
| 5002.051 DVDs & CDs | 26.48 |
| Total 5002.05 Other Circulating Materials | 26.48 |
| Total 5002 Collection Expenses | 3,964.95 |

Starr Library
Statement of Activity
February 2024

| | TOTAL |
|--|---------------------|
| Revenue | |
| 4001 Local Public Funds | |
| 4001.01 Rhinebeck Tax Levy | 464,800.00 |
| Total 4001 Local Public Funds | 464,800.00 |
| 4005 Gifts & Endowments | |
| 4005.01 Restricted Grants | |
| 4005.011 Friends of Starr Library | |
| 4005.0113 Computer | 2,500.00 |
| 4005.0117 Water | 500.00 |
| Total 4005.011 Friends of Starr Library | 3,000.00 |
| 4005.012 Other Restricted Grants | |
| 4005.0122 Roger Philips Summer Concerts | 3,000.00 |
| Total 4005.012 Other Restricted Grants | 3,000.00 |
| Total 4005.01 Restricted Grants | 6,000.00 |
| 4005.03 Unsolicited Donations | 169.50 |
| Total 4005 Gifts & Endowments | 6,169.50 |
| 4006 Fundraising | |
| 4006.03 Annual Appeal | 2,214.86 |
| 4006.05 Programs | |
| 4006.052 FOSL Book & Art Sales | 81.25 |
| 4006.054 Program Book Sales | 38.99 |
| 4006.055 Coffee & Tea Services | 23.00 |
| 4006.056 Art Sales | 45.00 |
| Total 4006.05 Programs | 188.24 |
| Total 4006 Fundraising | 2,403.10 |
| 4007 Library Charges | |
| 4007.01 Fines (Other Libraries) | -16.80 |
| 4007.02 Copy & Fax Fees | 209.75 |
| 4007.04 Lost Book Replacement Fees | 348.49 |
| 4007.05 Room Rentals | 105.00 |
| 4007.06 Square Revenue | -149.61 |
| Total 4007 Library Charges | 496.83 |
| 4008 Interest & Dividends | |
| 4008.01 Operating Account | 10.52 |
| Total 4008 Interest & Dividends | 10.52 |
| Total Revenue | \$473,879.95 |
| GROSS PROFIT | \$473,879.95 |

Starr Library
Statement of Activity
February 2024

| | TOTAL |
|--|--------------------|
| 5004 Building & Equipment | |
| 5004.02 Other B&E Expenses | |
| 5004.021 Security | 321.79 |
| 5004.023 Janitor | 1,400.00 |
| 5004.024 Snow Removal | 638.00 |
| 5004.030 Utilities | |
| 5004.031 Electric | 982.93 |
| 5004.034 Fuel | 2,488.28 |
| Total 5004.030 Utilities | 3,471.21 |
| Total 5004.02 Other B&E Expenses | 5,831.00 |
| Total 5004 Building & Equipment | 5,831.00 |
| 5005 Miscellaneous Expenses | |
| 5005.01 Office & Library Supplies | 58.18 |
| 5005.02 Telecommunications | 322.29 |
| 5005.04 Professional Fees | |
| 5005.043 Bookkeeping | 108.13 |
| Total 5005.04 Professional Fees | 108.13 |
| 5005.06 Fundraising Expenses | |
| 5005.061 Annual Appeal Expenses | 68.00 |
| 5005.063 Other Fundraising Expenses | 2,286.20 |
| Total 5005.06 Fundraising Expenses | 2,354.20 |
| 5005.10 Program Expenses | |
| 5005.11 Author & Presenter Fees | 1,020.00 |
| 5005.12 Supplies & Refreshments | 480.41 |
| Total 5005.10 Program Expenses | 1,500.41 |
| 5005.13 Bank Service Charges | |
| 5005.131 Bloomerang Fees | 26.00 |
| 5005.137 Square Fees | 7.90 |
| Total 5005.13 Bank Service Charges | 33.90 |
| 5005.14 Advertising & Marketing | |
| 5005.141 Website & Social Media | 35.00 |
| 5005.147 Other | 595.68 |
| Total 5005.14 Advertising & Marketing | 630.68 |
| 5005.16 Mid-Hudson Library System | 3,250.25 |
| 7020 Director's Discretionary Fund Expenses | 42.00 |
| Total 5005 Miscellaneous Expenses | 8,300.04 |
| Total Expenditures | \$68,091.1 |
| NET OPERATING REVENUE | \$405,788.1 |
| NET REVENUE | \$405,788.1 |

BUDGET VS. ACTUAL

Starr Library Year-to-Date Budget vs. Actual January - February, 2024

| | TOTAL | | | |
|--|------------------|------------------|--------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 4001 Local Public Funds | | | | |
| 4001.01 Rhinebeck Tax Levy | 464,800 | 464,800 | 0 | 100.00 % |
| Total 4001 Local Public Funds | 464,800 | 464,800 | 0 | 100.00 % |
| 4002 MHLS Cash Grants | | 2,000 | -2,000 | |
| 4005 Gifts & Endowments | | | | |
| 4005.01 Restricted Grants | | | | |
| 4005.011 Friends of Starr Library | | 20,000 | -20,000 | |
| 4005.0111 Print Books | 10,000 | | 10,000 | |
| 4005.0113 Computer | 2,500 | | 2,500 | |
| 4005.0117 Water | 500 | | 500 | |
| Total 4005.011 Friends of Starr Library | 13,000 | 20,000 | -7,000 | 65.00 % |
| 4005.012 Other Restricted Grants | | 5,000 | -5,000 | |
| 4005.0122 Roger Philips Summer Concerts | 3,000 | | 3,000 | |
| Total 4005.012 Other Restricted Grants | 3,000 | 5,000 | -2,000 | 60.00 % |
| Total 4005.01 Restricted Grants | 16,000 | 25,000 | -9,000 | 64.00 % |
| 4005.03 Unsolicited Donations | 100 | 10,000 | -9,900 | 1.00 % |
| Total 4005 Gifts & Endowments | 16,100 | 35,000 | -18,900 | 46.00 % |
| 4006 Fundraising | | | | |
| 4006.03 Annual Appeal | 13,154 | 55,000 | -41,846 | 24.00 % |
| 4006.05 Programs | | | | |
| 4006.052 FOSL Book & Art Sales | -255 | | -255 | |
| 4006.056 Art Sales | 300 | | 300 | |
| Total 4006.05 Programs | 45 | | 45 | |
| Total 4006 Fundraising | 13,199 | 55,000 | -41,801 | 24.00 % |
| 4007 Library Charges | | 1,500 | -1,500 | |
| 4007.01 Fines (Other Libraries) | -71 | | -71 | |
| 4007.06 Square Revenue | 1,088 | | 1,088 | |
| Total 4007 Library Charges | 1,017 | 1,500 | -483 | 68.00 % |
| 4008 Interest & Dividends | | 500 | -500 | |
| 4008.01 Operating Account | 22 | | 22 | |
| Total 4008 Interest & Dividends | 22 | 500 | -478 | 4.00 % |
| 4500 Transfers In | | | | |
| 4500.02 Transfers from Endowment | | 58,000 | -58,000 | |
| Total 4500 Transfers In | | 58,000 | -58,000 | |
| Total Revenue | \$495,138 | \$616,800 | \$ -121,662 | 80.00 % |
| GROSS PROFIT | \$495,138 | \$616,800 | \$ -121,662 | 80.00 % |
| Expenditures | | | | |
| 5001 Staff Expenses | | 411,831 | -411,831 | |
| 5001.01 Salary & Wages | | | | |
| 5001.011 Certified Librarians | 43,491 | | 43,491 | |

Starr Library
Year-to-Date Budget vs. Actual
 January - February, 2024

| | TOTAL | | | |
|--|---------------|----------------|-----------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 5001.012 Clerical Staff | 25,914 | | 25,914 | |
| 5001.013 Students | 360 | | 360 | |
| Total 5001.01 Salary & Wages | 69,766 | | 69,766 | |
| 5001.02 Employee Benefits | | | | |
| 5001.021 Health Insurance | 8,154 | | 8,154 | |
| Total 5001.02 Employee Benefits | 8,154 | | 8,154 | |
| 5001.03 Other Staff Expenses | | | | |
| 5001.031 Payroll Taxes | | | | |
| 5001.0312 Social Security | 4,325 | | 4,325 | |
| 5001.0313 Medicare | 1,012 | | 1,012 | |
| Total 5001.031 Payroll Taxes | 5,337 | | 5,337 | |
| 5001.032 Disability/Family Leave Insurance | 1,518 | | 1,518 | |
| 5001.037 Worker's Comp Insurance | 273 | | 273 | |
| 5001.038 Payroll Administrative Fees | 482 | | 482 | |
| 5001.039 Travel & Training | 85 | 1,500 | -1,415 | 6.00 % |
| Total 5001.03 Other Staff Expenses | 7,696 | 1,500 | 6,196 | 513.00 % |
| Total 5001 Staff Expenses | 85,616 | 413,331 | -327,715 | 21.00 % |
| 5002 Collection Expenses | | 50,000 | -50,000 | |
| 5002.00 Print Materials | | | | |
| 5002.001 Print Books | 382 | | 382 | |
| 5002.0011 Funded | 7,143 | | 7,143 | |
| 5002.0012 Large Print Funded | 360 | | 360 | |
| Total 5002.001 Print Books | 7,886 | | 7,886 | |
| 5002.002 Periodicals | 278 | | 278 | |
| Total 5002.00 Print Materials | 8,164 | | 8,164 | |
| 5002.01 Electronic (Online) Materials | 4,990 | | 4,990 | |
| 5002.05 Other Circulating Materials | | | | |
| 5002.051 DVDs & CDs | 181 | | 181 | |
| Total 5002.05 Other Circulating Materials | 181 | | 181 | |
| Total 5002 Collection Expenses | 13,336 | 50,000 | -36,664 | 27.00 % |
| 5004 Building & Equipment | | 43,500 | -43,500 | |
| 5004.01 B&E Repairs | | | | |
| 5004.012 Paid from Other Sources | 618 | | 618 | |
| Total 5004.01 B&E Repairs | 618 | | 618 | |
| 5004.02 Other B&E Expenses | | | | |
| 5004.021 Security | 661 | | 661 | |
| 5004.022 Trash | 411 | | 411 | |
| 5004.023 Janitor | 4,750 | | 4,750 | |
| 5004.024 Snow Removal | 665 | | 665 | |
| 5004.030 Utilities | | 33,000 | -33,000 | |
| 5004.031 Electric | 1,629 | | 1,629 | |

Starr Library

Year-to-Date Budget vs. Actual

January - February, 2024

| | TOTAL | | | |
|--|------------------|------------------|--------------------|-------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 5004.033 Water | 147 | | 147 | |
| 5004.034 Fuel | 3,113 | | 3,113 | |
| Total 5004.030 Utilities | 4,890 | 33,000 | -28,110 | 15.00 % |
| 5004.04 Insurance | | 13,000 | -13,000 | |
| 5004.081 Commercial Package Policy | 2,687 | | 2,687 | |
| 5004.083 Commercial Umbrella Policy | 4,077 | | 4,077 | |
| Total 5004.04 Insurance | 6,764 | 13,000 | -6,236 | 52.00 % |
| Total 5004.02 Other B&E Expenses | 18,141 | 46,000 | -27,859 | 39.00 % |
| Total 5004 Building & Equipment | 18,759 | 89,500 | -70,741 | 21.00 % |
| 5005 Miscellaneous Expenses | | | | |
| 5005.01 Office & Library Supplies | 986 | 7,500 | -6,514 | 13.00 % |
| 5005.02 Telecommunications | 728 | | 728 | |
| 5005.04 Professional Fees | | 8,000 | -8,000 | |
| 5005.041 Legal | 270 | | 270 | |
| 5005.043 Bookkeeping | 108 | | 108 | |
| Total 5005.04 Professional Fees | 378 | 8,000 | -7,622 | 5.00 % |
| 5005.05 Equipment/Technology | 420 | 3,000 | -2,580 | 14.00 % |
| 5005.06 Fundraising Expenses | | | | |
| 5005.061 Annual Appeal Expenses | 1,246 | 4,000 | -2,754 | 31.00 % |
| 5005.062 Grant Expenses | | 5,000 | -5,000 | |
| 5005.063 Other Fundraising Expenses | | 5,000 | -5,000 | |
| Total 5005.06 Fundraising Expenses | 1,246 | 14,000 | -12,754 | 9.00 % |
| 5005.10 Program Expenses | 171 | 12,000 | -11,829 | 1.00 % |
| 5005.11 Author & Presenter Fees | 1,770 | | 1,770 | |
| 5005.12 Supplies & Refreshments | 567 | | 567 | |
| Total 5005.10 Program Expenses | 2,508 | 12,000 | -9,492 | 21.00 % |
| 5005.13 Bank Service Charges | | 900 | -900 | |
| 5005.131 Bloomerang Fees | 119 | | 119 | |
| 5005.137 Square Fees | 8 | | 8 | |
| Total 5005.13 Bank Service Charges | 127 | 900 | -774 | 14.00 % |
| 5005.14 Advertising & Marketing | 596 | 1,500 | -904 | 40.00 % |
| 5005.141 Website & Social Media | 79 | | 79 | |
| Total 5005.14 Advertising & Marketing | 675 | 1,500 | -825 | 45.00 % |
| 5005.16 Mid-Hudson Library System | 3,250 | 12,000 | -8,750 | 27.00 % |
| 5005.17 Dues & Subscriptions | 329 | | 329 | |
| 7020 Director's Discretionary Fund Expenses | 128 | | 128 | |
| Total 5005 Miscellaneous Expenses | 10,775 | 58,900 | -48,125 | 18.00 % |
| 9999 Ask My Accountant | -103 | | -103 | |
| Total Expenditures | \$128,383 | \$611,731 | \$ -483,349 | 21.00 % |
| NET OPERATING REVENUE | \$366,755 | \$5,069 | \$361,686 | 7,235.00 % |
| NET REVENUE | \$366,755 | \$5,069 | \$361,686 | 7,235.00 % |

DIRECTOR'S REPORT

March 2024

ANNUAL REPORT TO THE COMMUNITY

Our Annual Report to the Community is live on our website and it looks great! We are getting printed copies to have in the library, to send to local officials, and to share with potential donors when we are ready to kick off our capital campaign.

PROGRAMS

| Attendance | Oct | Nov | Dec | Jan | Feb |
|---|-------------|-------------|-------------|------------|-------------|
| Adult & multi-age ongoing programs/series/clubs | 271 | 241 | 300 | 304 | 352 |
| Special events | 638 | 1255 | 703 | 80 | 357 |
| Children's/YA programs | 253 | 206 | 195 | 215 | 231 |
| Outside groups - reserved rooms | 29 | 64 | 40 | 26 | 91 |
| Virtual programs | 30 | 231 | 33 | 21 | 28 |
| Total attendance* | 1191 | 1997 | 1271 | 691 | 1008 |

*Total attendance will not necessarily equal the sum of all rows because special events include both children's and adult or multi-age events.

✧ Special events includes estimates on Friends book sale attendance, voting, RSF Discovery Festival, Sinterklaas.

Highlights from February:

- **Literary:** Fiction Workshop, Memoir Writing Workshop, Book Clubs
- **Fun, Health & Education:** Family Yoga, Lunar New Year Party, Valentine's Day Cookie Decorating, Crafting Kindness, Identity Theft Prevention
- **Outside Groups & Partnerships:** Anderson Center, Culture Connect, La Leche League, Northern Dutchess Hospital, Concert Committee for The Gardens, Rhinebeck at Home, Rhinebeck Historical Society
- **Ongoing:** Storytime, Music & Movement, Connect & Play, All Abilities Hour, Knitting, Chair Yoga, Lego Hour, Mahjong, Scrabble, Brain Games, Qigong, Sound Meditation, Teen Tech, Starr Stitchers, and Classical Guitar

Upcoming Programs:

- Museum trip to Vassar: April 6
- Eclipse viewing party: April 8 at 2pm
- Series on low-income housing in Rhinebeck: 4 Sundays in April at 4pm at Episcopal Church
- National Poetry Month Reading: April 13 at 1pm
- Organizing Your Life: April 15 at 2pm

FUNDING

- The next step in E-rate application process was due 3/28. I'm submitting the information for the lowest bid that matched our needs but we have the option to change the provider by filing a different form if needed.

BUILDING & GROUNDS

- Sidewalk curb continues to be delayed in its completion.

PERSONNEL

- We had a staff meeting with full attendance on 3/25 to discuss de-escalation strategies, homelessness in libraries, preparing for book challenges, and summer reading activity planning.
- **Highlight on Laila Watts:** Laila joined the Starr staff at the end of January 2023. She had worked at both libraries in Poughkeepsie before coming here and she regularly contributes ideas that she learned there. Laila enters our program attendance statistics, finalizes entry of all new library cards, and winds our grandfather clock. She maintains our best-selling books display and contributes to other display ideas regularly. Laila is an avid gardener and is proud to have started taking ballet (en pointe!) as an adult, after always dreaming about it when she was younger. She will be finishing her undergraduate degree this May with a Bachelors of Psychology from the University of Southern New Hampshire and hopes to take a little break before searching for a full-time job.

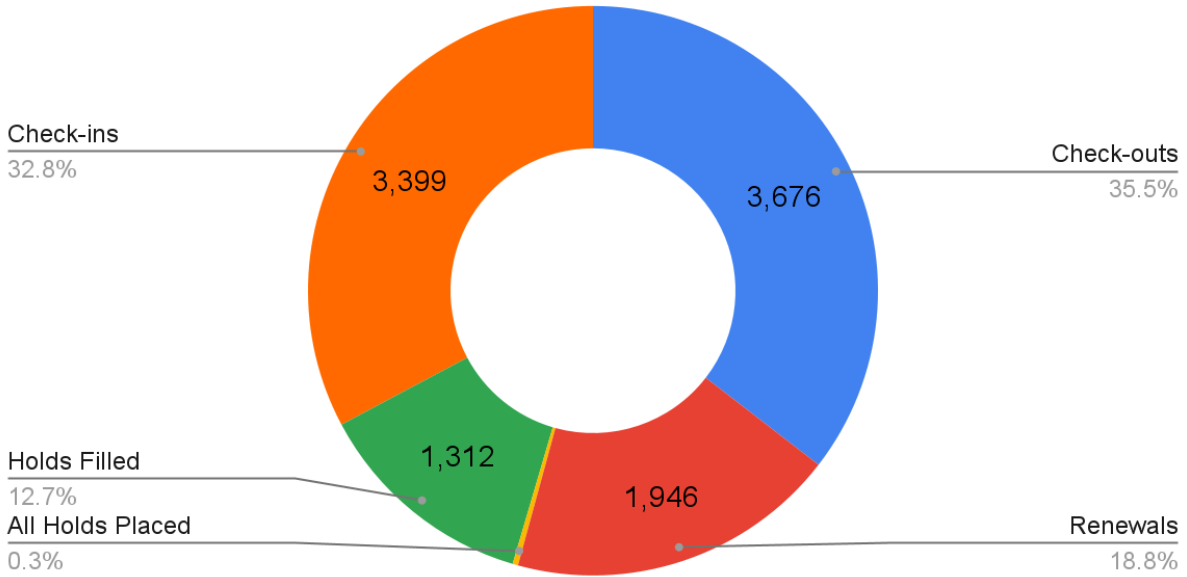
TRUSTEE PROGRAMS

- **Libraries for the Future: An Introduction to Sustainability as the Newest Core Value**
Tuesday, June 18th, 5:00-6:30 PM [REGISTER](#)
- **Governance Structure: The Role of Board Officers and Board Committees**
Tuesday, October 15th, 5:00-6:30PM [REGISTER](#)
- Past Trustee Handbook Club sessions (2021-2023) here:
<https://midhudson.org/trustee-handbook-book-club-archive/>

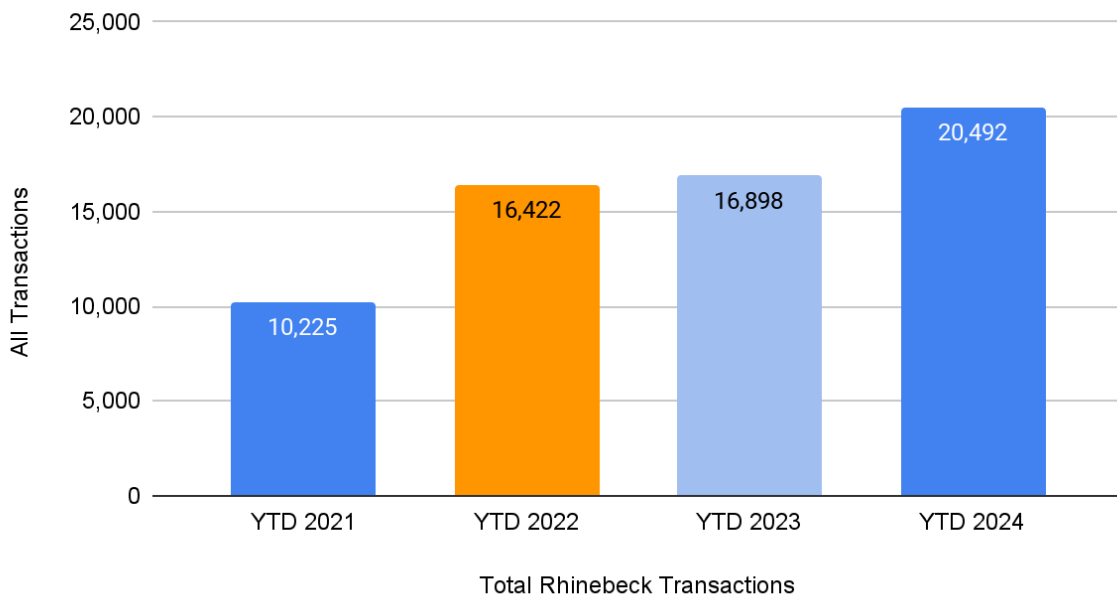
STATISTICS

Last Month's Transactions at Rhinebeck Circulation Desk

Feb 2024 = 10,127 total transactions



Year-to-Date Comparison: Total Transactions by Location



NOMINATING COMMITTEE MEETING MINUTES

GOVERNANCE COMMITTEE MEETING MINUTES

FINANCE COMMITTEE MEETING MINUTES

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

EXPANSION COMMITTEE MEETING MINUTES

Expansion Committee Minutes- from March 13th, 2024 Meeting

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

- Discussed all proposals sent back from a few firms- deadline for submittal was March 8th.
 - After comparing notes and proposal criteria, narrowed down selections by elimination of firms that did not meet our needs or criteria
 - Will follow up with chosen firm/s to discuss further details
-
- Discussed next steps regarding fundraising to fund Expansion project.
 - Involvement of Fundraising Committee to discuss ideas for raising money
 - Ideas of reaching out to people we know in the Community who would be interested in initial conversations regarding fundraising

PR COMMITTEE MEETING MINUTES

March 2024

In Attendance

Jaclyn, David, Jay, Erin, Laura Charles and Andrew

Topics Covered

- Review of the Annual Report to the Community that Jaclyn and staff are working on. It is in excellent shape and the committee made suggestions for small improvements.

FUNDRAISING COMMITTEE MEETING MINUTES

Starr Library

Fundraising Committee Agenda Minutes

Monday, March 13, 2023

- I. 414 Vote
 - a. The committee discussed the plan for the 414 vote.
 - b. Jaclyn will research what other libraries asked for last year to help guide the board on the amount.
 - c. The board needs to decide on the amount to ask for and vote on it at the March meeting

- II. Capital Campaign
 - a. The committee discussed creating a steering committee
 - b. Ask the board to brainstorm community members that have development experience

- III. Library Benefit
 - a. Choose a date in September
 - b. Create a benefit committee including community members by the April board meeting

ATTACHMENTS



103 Market Street
Poughkeepsie, New York 12601-4028
Phone: 845.471.6060
Fax: 845.454.5940
<http://midhudson.org>

ACTION MEMO #24-02

To: Member Library Directors & Board Presidents

From: Rebekkah Smith Aldrich, MHLS Executive Director

Date: February 29, 2024

Re: Memo of Understanding

Background:

The Mid-Hudson Library System (MHLS) is a cooperative public library system, chartered by the New York State Board of Regents, working in partnership with our member libraries. To define the relationship between MHLS and member libraries we have operated under two documents that outline the parameters and expectations of the relationship: the “Document of Understanding,” which is over twenty years old, and the “Automation Agreement,” which is approximately seven years old. Recognizing that both documents have elements that are out-of-date from several perspectives (e.g. terminology, contractual obligations, and state regulations), the MHLS Staff, Directors Association, and Board of Trustees collaborated in a 13-month effort to update and merge these two documents, resulting in the attached “Memorandum of Understanding (MOU).”

The basis of the MOU is not a major departure from the original two documents, it simply merges them; removes or updates out-of-date language and concepts; and clarifies issues that have become questioned in recent years.

In November 2023 the MHLS Directors Association unanimously approved this new MOU. In December 2023 the MHLS Board unanimously approved this new MOU.

Issue:

The MOU will need to be signed by each member library board president and director in order to re-establish clear lines of communication about the relationship between MHLS and member libraries.

Action:

Please sign and return the Memo of Understanding to MHLS.

Deadline:

Tuesday, April 30, 2024

For an introduction to the document and an opportunity ask questions about it please sign up for the Memo of Understanding Introduction presented by Rebekkah Smith Aldrich, MHLS Executive Director, an online event which will be recorded. This will be held on Tuesday, March 5th at 5:00pm. You can register through the MHLS Calendar:

<https://midhudson.org/events/an-introduction-to-the-new-memo-of-understanding/>

Memorandum of Understanding Between the Mid-Hudson Library System and Member Libraries

This memorandum sets forth the responsibilities and expectations of the Mid-Hudson Library System ("System") and its member libraries ("Member Libraries") in the cooperative provision of public library service to the residents of the Mid-Hudson Valley. To facilitate a strong cooperative approach to meeting mutual expectations for service, the following are understood by both the Member Libraries and the System.

Definitions

Mid-Hudson Library System: a cooperative public library system chartered by the New York State Board of Regents to serve Columbia, Dutchess, Greene, Putnam and Ulster Counties.

Member Library: association and public libraries chartered by the New York State Board of Regents who have been granted membership to the Mid-Hudson Library System by its board of trustees.

Directors Association: The Directors Association (DA) of the System is composed of the director or manager of each Member Library as defined by §90.8 of Commissioner's Regulations. As per the DA bylaws, the purpose of the DA shall be to address the needs and concerns of member libraries; provide a forum for the exchange of ideas; encourage the dissemination of information in the field of library management; forward recommendations to the staff and board of MHLS on issues pertaining to the management of services provided by MHLS including, but not limited to, collective agreements and cost sharing for services.

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Membership: A library's membership in the System grants access to all services outlined in this memorandum; a seat on the Directors Association; and one vote at the Annual Membership Meeting of the System.

MHLS Board of Trustees: The System board is elected by the membership to govern the System as per New York State Education Law and Education Commissioner's Regulations.

Resource Sharing Standards: These are the policies and procedures adopted by the DA to govern the effective sharing of resources.

Free Direct Access Plan: The Free Direct Access Plan (FDAP) is a State approved agreement between the Mid-Hudson Library System and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulations §90.3 (a) through (d)(4). This document reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries on the basis of age, cultural, economic or civic status. The document provides the process for member libraries to identify and place restrictions on excessive and unfair use of resources that have a negative impact on services a member library provides their resident borrowers.

General Roles and Responsibilities

The mission of the System is to uphold the public's right to free and equitable access to information and library resources, to facilitate cost-effective resource sharing, and to promote professional and inclusive library services in partnership with the Member Libraries.

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Member Libraries are chartered to serve the public directly and the System serves the Member Libraries.

A. The MID-HUDSON LIBRARY SYSTEM will, as determined appropriate by the System and consistent with applicable provisions of the Education Law and the Regulations of the Commissioner of Education:

1. Maintain and operate an integrated library system (ILS) which supports circulation;

bibliographic and patron database management; metadata; a public catalog; other resource sharing functions; a physical delivery service for the purpose of sharing materials between the member libraries; shared digital collection platform(s); support for interlibrary loan services and delivery within our region and outside of the region, as appropriate. The choice of ILS vendor and scheduling of deliveries will be done with input from the member libraries.

- This will include:
 - Assuming the primary financial and contractual responsibility for the operation of the ILS, ILS modules, digital collection platform, and related services.
- Researching and leading contract negotiations to purchase software as service, equipment, and supplies at the request of the MHLS Directors Association when joint purchase results in savings or efficiencies.
 - Acquiring, creating, and enhancing bibliographic records for new acquisitions as well as managing quality control and updates to the existing bibliographic records on behalf of member libraries.
 - Assisting member libraries in achieving compliance with MHLS Directors Association approved Resource Sharing Standards.
 - Carrying out the implementation of the Procedures for Resource Sharing Standards Violations, as approved by the MHLS Directors Association.
 - Supporting member libraries with local ILS installation and managing the parameters and ILS configurations to meet their needs as they evolve.
 - Maintaining the ILS and modules through upgrade installations and acting on behalf of member libraries to resolve issues as they are reported.
 - Acting as an advocate with the ILS and digital collection platform vendors to develop and enhance these services and other software to meet the needs of our member libraries.

- Acting on behalf of member libraries to integrate services and support third-party vendor integrations.
- Providing automated library services that are consistent with accepted library standards.
- Establishing and maintaining financial records and other supporting evidence in accordance with New York State auditing practices.

2. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.

3. Arrange training and provide consulting to member libraries on: the minimum standards for registration of public and association libraries as defined in §90.2 of Commissioner's Regulations; ILS, cataloging, and digital services centrally purchased through MHLS; issues related to services, technology, management and governance as defined in the System's five-year Plan of Service. The MHLS Directors Association (DA) will provide input on the Plan of Service and related action plans prior to approval by the MHLS Board of Trustees and State Library.

4. Provide advocacy for libraries in the region at the state, and national levels; at the local level upon the request of a member library board; and at the county level upon the request of a county directors/library association.

5. Carry out the Free Direct Access Plan as defined in §90.3 of the Commissioner's Regulations and approved by the State Library.

6. Administer and provide support for state aid as mandated by the Education Commissioner's Regulations as well as any grants received by the System for the benefit of members. This includes but is not limited to Coordinated Outreach Services as mandated by section §90.3; Central Library Services Program Aid as mandated in §90.4; and State Aid for Library Construction as mandated in §90.12.

7. Invoice member libraries based on the annual member assessment adopted by the DA.

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8. Provide a means for the mutual exchange of ideas and plans for service, such as the DA, advisory committees, and listservs.

9. Communicate directly, in a timely manner, with any Member Library or libraries wishing to discuss issues.

B. Each MEMBER LIBRARY will:

1. Maintain its registration with the State Library via compliance with the minimum standards detailed in §90.2 of Commissioner's Regulations.
2. Employ a paid director or interim director as per §90.2 of Commissioner's Regulations.
3. Maintain the confidentiality of patron records as per New York State Civil Practice Law and Rules §4509.
4. Ensure library directors are active participants in the DA which includes staying abreast of current topics of conversation, providing feedback to their county's representatives to DA advisory committees, and regular participation at DA meetings as local conditions allow.
5. Assume responsibility for its portion of the annual member assessment, including the Members Capital Fee, and for its portion of any ILS enhancement or product, based on recommendation by the DA, for MHLS to license through a cost-share agreement.

6. Adhere to the Resource Sharing Standards, including but not limited to purchasing levels.

7. Uphold that the ILS database is intended to contain all the Member Library's materials and registered borrowers, and to that end, agree to the following:

- To enter or supply data for entry into the ILS database of patron and bibliographic information.

- To enter data only by properly trained personnel with the understanding that MHLS reserves the right to correct, add, modify, or delete bibliographic records and holdings information in keeping with professional standards and established procedures.

- Keep patron and item records current and edit and delete holdings as necessary.

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8. Provide borrowing privileges to patrons of other libraries in the System area as per New York State Education Law §272(g) and as provided for in the System's state-approved Free Direct Access Plan.

9. Participate in the Interlibrary Loan Service within the System area.

10. Purchase, install and maintain equipment and internet connectivity as specified by the Integrated Library System (ILS) vendor. This includes a static IP and adequate bandwidth to support the ILS given staff and patron needs.

11. Maintain password control of access to the ILS and ensure that patron data and transactional information extracted from the ILS is securely stored, transferred and posted using currently acceptable secure methods. Extraction

of personally identifiable information is limited to the patron or transactional information necessary for the operation of the library.

12. Pay for any contractual obligations, e.g., additional user licenses and specialized services, that the Member Library chooses to add beyond MHLS's obligations as outlined above.
13. Monitor the MHLS-Notices and MHLS-Alerts listservs for MHLS Action Memos and critical calls to action and respond by stated deadlines.
14. Provide the various reports required by the New York State Library by stated deadlines.
15. Ensure its trustees and staff are informed about events and services available from the System and keep the System informed of the services they desire.

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C. TITLE TO SYSTEM DATABASE: The ILS bibliographic and patron database is understood to be the collective property of MHLS and all MHLS Member Libraries. A Member Library shall have the right to acquire, at its own expense, a machine-readable copy of its own holdings in the database, including title, item, current transactions, and patron records as they relate to the Member Library's chartered service area. Requests for machine-readable copies of parts of the database other than a Member Library's own holdings must be made in writing, explaining the intended use, to MHLS and any affected Member Library for their approval.

D. COMPLAINT PROCESS:

The System and Member Libraries agree to implement and adhere to the following process, to help ensure a fair and efficient resolution of any concerns by Member Libraries regarding compliance by the System or another Member Library with the agreements set forth in this

Memorandum of Understanding. The following process shall be used to assist resolution of any complaint by a Member Library against the System or another Member Library, regarding any issue or issues governed by this Memorandum of Understanding; provided, however, that Member Libraries are required to follow the “Approved Procedures for Resource Sharing Standards Violation” found in the Resource Sharing Standards (incorporated herein by reference and cited below as Exhibit B), with regard to any Resource Sharing Standards Violation.

a. Complaint Against a Member Library:

The library director of a Member Library should first reach out to the Member Library in question to informally seek a resolution. If the complaining Member Library is not satisfied with the results of that effort, the library director may, with the approval of the Member Library’s board of trustees, submit a written complaint to the MHLS Executive Director to request assistance. The written complaint should include the nature of the complaint, detailed information including evidence of the concern, and the outcome desired by the complaining Member Library. A copy of the written complaint should be provided to the Member Library that is the subject of the complaint. That Member Library should provide a written response to the MHLS Executive Director, with a copy to the complaining Member Library, within two weeks of receipt of the written complaint. The MHLS Executive Director will work with both Member Libraries, and their boards of trustees as appropriate, toward a resolution of the concern.

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b. Complaint Against MHLS:

The director of a Member Library should first reach out to the MHLS Executive Director to informally seek a resolution. If a Member Library is not satisfied by the results of these efforts, the Member Library’s board of trustees may submit a written complaint to the MHLS Executive Director, with copies to the MHLS Board President and the Chair of the DA. If the Member Library’s board of trustees is not satisfied by the response

from MHLS, the complaining Member Library's board of trustees may request a meeting with the MHLS Board to discuss and seek a resolution.

E. ARBITRATION: In the event that informal efforts to resolve disputes pursuant to paragraph D are unsuccessful, any dispute, controversy or claim arising out of or relating to this Memorandum of Understanding shall be determined not in a court of law, but instead by a single neutral arbitrator agreed upon by the complaining Member Library or Libraries, any Member Library that is a subject of the complaint, and MHLS (collectively, the "Parties to the Arbitration"), in Dutchess County, State of New York, in binding arbitration pursuant to the arbitration rules of the American Arbitration Association then in effect. The written decision of the arbitrator shall be final and binding in all respects and may be entered and enforced in any court of competent jurisdiction. The cost of arbitration shall be shared equally by the Parties to the Arbitration. Each of the Parties to the Arbitration shall pay its own fees and expenses, unless otherwise determined by the Arbitrator.

F. INDEMNIFICATION WAIVERS: Liability: Each Member Library agrees that in the absence of gross negligence on the part of MHLS, MHLS shall not be liable for failures, delays, inconveniences or otherwise relating to the operation of the ILS Automated library services, or for errors in or incompleteness of data, reports, listings or otherwise provided by MHLS, or for the failure by MHLS to perform any of the obligations of MHLS as provided in this Agreement. The System agrees that in the absence of gross negligence on the part of a Member Library, a Member Library shall not be liable for compromising the integrity of the ILS.

G. TERMINATION: This Memorandum of Understanding is ongoing until superseded

pursuant to paragraph I, and may be terminated with respect to a Member Library and its participation in MHLS, by the Member Library or by MHLS, only pursuant to the following conditions for termination: 1. Termination by MHLS: MHLS may terminate this agreement upon six (6) months' written notice to a Member Library if MHLS reasonably concludes that:

- a. A Member Library is, at the time of the written notice, more than two member assessment payments in arrears on outstanding obligations owed to MHLS;
- b. A Member Library has breached any material operation procedure(s) or rule(s) for participation in MHLS, including Resource Sharing Standards, and has failed to correct this situation after review and recommendation by the DA; or
- c. A Member Library has ceased to function as a chartered organization.

2. Termination by a Member Library: A Member Library may terminate this agreement by providing written notice to MHLS six (6) months prior to the anniversary date of MHLS signing the ILS contract. Such termination shall not relieve a Member Library from the obligation to complete payment of all outstanding obligations to MHLS.

3. If MHLS ceases to exist, in which case property of the System will be distributed as required by Education Commissioner Regulations.

H. APPLICABLE LAW: The laws of the State of New York apply to the performance and interpretation of this Agreement. This agreement supersedes all previous agreements related to System services, including automated circulation.

I. RENEWING AGREEMENT & EFFECTIVE DATE: By signing this document a Member Library is renewing its MHLS membership, including but not limited to its agreement for automated library services provided through the MHLS. This Memorandum of Understanding, with attached exhibits, constitutes the entire agreement of the parties and supersedes and replaces any previous Memorandum or Document of Understanding an Automation

Agreements between the parties This Agreement is in effect as of May 1, 2024, and remains in effect unless superseded by a subsequent written agreement approved by the MHLS Board of Trustees. Any Member Library failing to sign this document by April 30, 2024, forfeits its participation in MHLS, including but not limited to access to automated library services provided through MHLS.

J. REVIEW OF AGREEMENT: This Memorandum of Understanding (MOU) will be reviewed triennially, or sooner if conditions warrant, by the DA’s System Services Advisory Committee (SSAC). The SSAC will report triennially, or sooner if conditions warrant, to the DA on the SSAC review of the MOU. Any recommended changes by the DA to the MOU will be forwarded by the DA to the MHLS Executive Director for consideration of and approval by the MHLS Board. It is recommended that library boards review this document at least every three years to ensure expectations are clear. All new directors will receive an orientation to the MOU from the MHLS Executive Director. If no changes have been instituted by the MHLS Board within a ten-year period, the document will be re-signed to confirm all directors and boards have agreed to it.

K. SIGNATORS: The undersigned hereby agree as stipulated above:

----- Board President Signature Library DATE

----- Library Director Signature
DATE

----- Board President, MHLS
DATE

----- Executive Director, MHLS
DATE

Approved by the MHLS Directors Association: November 15, 2023

Approved by the MHLS Board of Trustees: December 6, 2023

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Memorandum of Understanding Exhibits

Exhibit A: [Resource Sharing Standards](#)

Exhibit B: [Resource Sharing Standards Violation:](#)

[Approved Procedures](#) Exhibit C: [Free Direct Access](#)

[Plan](#)

Starr Library

TRUSTEES AND LIBRARY EMPLOYEE ETHICS POLICY (DRAFT)

Starr Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of Starr Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Starr Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are or are likely to be perceived as being in conflict with the best interests of Starr Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial, and objective manner.

- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with Starr Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold Starr Library’s reputation as an organization of unimpeachable integrity, each Board member and employee will sign a “Conflict of Interest” statement and an “Ethics Statement” at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with Starr Library.

Compliance:

If any Board member or the executive director appears to be in conflict with the “Guiding Principles” above, they will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the executive director who will make a determination as to discipline or termination based on his or her findings.

(Adapted from Sample Board of Trustees and Library Employee Ethics Policy, Wyoming State Library)

Draft presented February 22, 2024

Adopted and approved by the Starr Library Board of Trustees on _____

