

## 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