

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, April 18, 2024, 5:30 PM

Trustees Present: Jay Burgess, Laura Charles, Valerie Jacob, David Lavallee, Craig Oleszewski, Laura Selicaro, Andrew Schulkind, Eve Wood, and Director Jaclyn Savolainen.

Absent: Erin Humbaugh

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 March 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 for March, previously provided to the Trustees in advance of the meeting. Craig noted that The Friends had contributed \$6,000 in March, which when added to other contributions in 2024, equaled \$19,000 in the aggregate. That total amount represents over 90% of the budget of The Friends contributions for the year. The Trustees noted their gratitude and thanks for the generosity of The Friends. Craig then updated the Trustees on revenue and expenses year-to-date, in addition to the Library's cash position and the amount of endowment funds. The Trustees engaged in a discussion of the history of the endowment fund and the parameters around the use of such funds. A further discussion ensued 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. Jaclyn highlighted for the Trustees certain of the stand-out programs held during the months of March and April (to date or to be held). Programs included the Eclipse Viewing Party, Elder Programming, the Earth Month Event, the Book Sale to be held by The Friends, and the series held on low-income housing in Rhinebeck. Jaclyn noted that there were an additional two meetings to be held on such foregoing topic. She also noted the first in a series of concerts to be held on May 18th with singers Jay & Molly Unger.

As part of acknowledging the great work by the Staff of the Library, Jaclyn noted the dedication of Paris Newmaster whose title has changed from Library Associate/Circulation Desk Staff to Weekend Manager. Paris has impressed everyone with her composure in all situations and her ability to get things done. She recently completed a six-week Library Skills Academy run by NYLA and is interested in pursuing an MLIS in the future. Paris has learned how to catalog and process new materials, created many stand-out book displays and took the lead to build up the Library's Manga & anime (popular Japanese comics) collection. She has clearly proven herself to be an outstanding member of the Library Staff team. The Trustees expressed their appreciation for all of her hard work and dedication.

Jaclyn noted the Trustee programs in her report.

Statistics for the month of March were included in the Director's Report.

A discussion ensued among the Trustees about the above topics and the Director's report. All questions asked were appropriately answered.

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

A. Fundraising Committee – Eve gave an update on the latest activity planning for the Gala to be held on February 22, 2025. She discussed planning to date and themes discussed. The Committee enthusiastically decided on a theme of Alice in Wonderland, Mad Hatter's Ball. The next step is to form a fundraising committee. A discussion ensued among the Trustees and all questions asked were appropriately answered.

B. Governance Committee – David introduced a proposal to combine the Personnel, Executive and Governance Committees, which would be discussed later in the meeting.

VIII. Ad Hoc Committee Reports –

Building Expansion/ Renovation Project Committee: Laura Charles provided the Trustees with a report on the process of selecting an architect. The Committee met with three firms in the process. Out of the three, the Committee unanimously recommends the engagement of Skolnick. After discussion on fees, Skolnick reduced their proposed fees and has showed excitement to work on the project. Laura provided Skolnick's credentials and the total costs of their engagement. Laura further explained that Skolnick's work would be divided into two parts. Part A would include the feasibility discussion, three renderings, a digital report and concept level renderings to be used for fundraising, all to be accomplished over a period of ten weeks. Part B would include engineering and mechanical reports. All in all, the services would cover:

A. Architectural Programming

B. Existing Conditions, Code and Zoning Analysis

- C. Architectural Concept Planning and Design Vision Renderings
- D. Coordination with Cost Estimates for Rough Order of Magnitude Preliminary Cost Estimate
- E. Final Recommendations

The Trustees discussed the overall budget for the Skolnick work and the source of funds available therefor, including cash on hand, possible grants and amounts previously raised. The Trustees further discussed the background of Paul May's planning work conducted prior to Covid and how that work provides a good platform for what needs to be accomplished going forward. Lastly, the Trustees engaged in a discussion of the need to develop a communications plan for all constituencies. Throughout that discussion, all questions asked were appropriately answered. A motion was made to approve engaging Skolnick on the terms discussed, which motion was seconded and unanimously approved. The Trustees further authorized the officers to engage with Skolnick to complete the appropriate engagement terms and to hire a lawyer to act for Starr Library in connection with the project generally.

IX. Correspondence

None.

X. Old Business

None.

XI. New Business –

David led a discussion on consolidating the Executive, Personnel and Governance Committees into two committees – Governance and Personnel. The Governance Committee would have oversight of the By-laws, Policies and Strategic Plan (as well as the expectation for Trustees with regard to duties and training). The Personnel Committee would work with the Director as appropriate to advise the Board on personnel policy, including but not limited to, employment, salary and benefits. A discussion ensued and all questions asked were appropriately answered. It was agreed that the Trustees would consider the proposal at the next meeting. David noted that if adopted, the number of committees would be reduced from nine committees to seven.

XII. Executive Session –None

XIII. Adjournment

A motion was made to adjourn, which motion was seconded and unanimously approved at 7:00 p.m.

Next Meeting Date: May 23, 2024, 5:30 p.m.