

# May 2024 Board Materials Packet

## AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET  
RHINEBECK, NY 12572

NOTICE OF MEETING  
Thursday May 23, 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. Expansion/Renovation – contract first and second phases
  - B. Investment Policy
  - C. Consolidation of Executive, Governance and Personnel Committees (finalization vote) and associated bylaw changes
  - D. MOU with Friends of the Library and associated bylaw changes
  - E. Final reading of Open Meetings Law Policy
13. New Business
14. Public Comment Period
15. Adjournment

Next Meeting: June 27, 5:30 PM

# **PRIOR MEETING MINUTES FOR APPROVAL**

**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 18<sup>th</sup> 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.

## **TREASURER'S REPORT**

Starr Treasurer's Report

May 23<sup>rd</sup>, 2024 meeting

End of business as of May 1

As of the end of April, Starr is 1/3 of the way through the calendar year. Given the irregularities of cash flow into Starr accounts, most expected income amounts have already been received for the year and current revenue total is at 82% of the annual budgeted amount.

Total expenditures are slightly above projections and are 36% rather than the calculated 33.3%. In part this is due to the elevated payroll and benefit expenses which are somewhat front-loaded.

Current checkbook balance is \$250,000. We are holding a CD in the amount of \$125,000 that will mature in September – right about when we will need it and current intention is to have donated funds underwrite the full expense of the Skolnick feasibility study.

# INCOME VS. EXPENSES

## Starr Library Statement of Activity April 2024

	TOTAL
Revenue	
4005.01 Restricted Grants	
4005.013 Thomas B. Kelly	630.00
4005.014 Roger Phillips Concert Series	1,983.70
<b>Total 4005.01 Restricted Grants</b>	<b>2,613.70</b>
4005.03 Unsolicited Donations	544.39
4005.05 Programs	
4006.054 Program Book Sales	61.89
4006.055 Coffee & Tea Services	21.93
4006.056 Art Sales	225.00
<b>Total 4005.05 Programs</b>	<b>308.82</b>
4005.06 Library Charges	
4007.01 Fines (Other Libraries)	0.50
4007.02 Copy & Fax Fees	194.50
4007.04 Lost Book Fees	172.98
4007.05 Room Rentals	70.00
4007.06 Square Revenue	-127.58
<b>Total 4005.06 Library Charges</b>	<b>310.40</b>
4005.07 Annual Appeal	358.57
4008 Interest & Dividends	38.40
<b>Total Revenue</b>	<b>\$4,174.28</b>
GROSS PROFIT	<b>\$4,174.28</b>
Expenditures	
5001 Staff Expenses	
5001.01 Salary & Wages	
5001.011 Certified Librarians	12,708.22
5001.012 Clerical Staff	8,355.01
5001.013 Students	823.28
<b>Total 5001.01 Salary &amp; Wages</b>	<b>21,886.51</b>
5001.02 Employee Benefits	
5001.021 Health Insurance	4,077.23
<b>Total 5001.02 Employee Benefits</b>	<b>4,077.23</b>
5001.03 Payroll Taxes	8,325.59
5001.04 Other Staff Expenses	
5001.037 Worker's Comp Insurance	126.98
5001.038 Payroll Administrative Fees	117.53
<b>Total 5001.04 Other Staff Expenses</b>	<b>244.51</b>
<b>Total 5001 Staff Expenses</b>	<b>34,533.84</b>
5002 Collection Expenses	
5002.00 Print Materials	
5002.001 Print Books	
5002.0010 Unfunded	69.50
5002.0011 Funded	3,419.60

	TOTAL
5002.0012 Large Print Funded	284.54
5002.0013 Sponsored Author	17.22
<b>Total 5002.001 Print Books</b>	<b>3,790.86</b>
5002.002 Periodicals	
5002.0024 Unfunded	1,242.88
<b>Total 5002.002 Periodicals</b>	<b>1,242.88</b>
<b>Total 5002.00 Print Materials</b>	<b>5,033.74</b>
5002.01 Electronic (Online) Materials	
5002.011 Funded	2,219.38
<b>Total 5002.01 Electronic (Online) Materials</b>	<b>2,219.38</b>
5002.05 Other Circulating Materials	
5002.051 DVDs & CDs	69.50
5002.055 Museum Passes	100.00
<b>Total 5002.05 Other Circulating Materials</b>	<b>169.50</b>
<b>Total 5002 Collection Expenses</b>	<b>7,422.62</b>
5004 Building & Equipment	
5004.01 B&E Repairs	
5004.011 Paid from Local Public Funds	2,592.12
<b>Total 5004.01 B&amp;E Repairs</b>	<b>2,592.12</b>
5004.030 Utilities	
5004.031 Electric	1,987.59
5004.032 Propane	334.41
5004.033 Water	147.00
<b>Total 5004.030 Utilities</b>	<b>2,469.00</b>
5004.09 Other B&E Expenses	
5004.091 Security	660.93
5004.092 Trash	145.86
5004.093 Janitor	1,400.00
5004.094 Snow Removal	378.00
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>2,584.79</b>
<b>Total 5004 Building &amp; Equipment</b>	<b>7,645.91</b>
5005 Miscellaneous Expenses	
5005.01 Library Supplies	379.71
5005.023 Office Supplies	
5005.021 Funded	62.65
5005.022 Unfunded	131.79
<b>Total 5005.023 Office Supplies</b>	<b>194.44</b>
5005.03 Telecommunications	501.01
5005.04 Professional Fees	
5005.042 Accounting	4,000.00
5005.043 Bookkeeping	
<b>Total 5005.04 Professional Fees</b>	<b>4,000.00</b>
5005.06 Fundraising Expenses	
5005.061 Annual Appeal Expenses	12.07
5005.063 Other Fundraising Expenses	136.00
5005.0631 Bloomerang Fees	17.14
<b>Total 5005.063 Other Fundraising Expenses</b>	<b>153.14</b>
<b>Total 5005.06 Fundraising Expenses</b>	<b>165.21</b>

	TOTAL
5005.10 Program Expenses	
5005.11 Author & Presenter Fees	1,425.00
5005.12 Supplies & Refreshments	139.41
5005.121 Funded	28.44
<b>Total 5005.12 Supplies &amp; Refreshments</b>	<b>167.85</b>
<b>Total 5005.10 Program Expenses</b>	<b>1,592.85</b>
5005.14 Advertising & Marketing	334.48
5005.141 Website & Social Media	204.00
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>538.48</b>
5005.16 Mid-Hudson Library System	1,954.25
5005.17 Dues & Subscriptions	315.00
<b>Total 5005 Miscellaneous Expenses</b>	<b>9,640.95</b>
9999 Ask My Accountant	517.66
ScanSnap Home	0.00
<b>Total Expenditures</b>	<b>\$59,760.98</b>
NET OPERATING REVENUE	<b>\$ -55,586.70</b>
NET REVENUE	<b>\$ -55,586.70</b>



## BUDGET VS. ACTUAL

### Starr Library

Budget vs. Actuals

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	465,072	464,800	272	100.00 %
<b>Total 4001 Local Public Funds</b>	<b>465,072</b>	<b>464,800</b>	<b>272</b>	<b>100.00 %</b>
4002 MHLS Cash Grants		2,000	(2,000)	
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	
4005.0115 Museum Passes	1,000		1,000	
4005.0117 Water	500		500	
4005.0119 Electronic Material	5,000		5,000	
<b>Total 4005.011 Friends of Starr Library</b>	<b>19,000</b>	<b>20,000</b>	<b>(1,000)</b>	<b>95.00 %</b>
4005.013 Thomas B. Kelly	630		630	
4005.014 Roger Phillips Concert Series	5,784		5,784	
4005.0190 Other Restricted Grants		5,000	(5,000)	
<b>Total 4005.01 Restricted Grants</b>	<b>25,414</b>	<b>25,000</b>	<b>414</b>	<b>102.00 %</b>
4005.03 Unsolicited Donations	1,983	10,000	(8,017)	20.00 %
4005.05 Programs				
4006.054 Program Book Sales	233		233	
4006.055 Coffee & Tea Services	(45)		(45)	
4006.056 Art Sales	525		525	
<b>Total 4005.05 Programs</b>	<b>713</b>		<b>713</b>	
4005.06 Library Charges		1,500	(1,500)	
4007.01 Fines (Other Libraries)	(6)		(6)	
4007.02 Copy & Fax Fees	766		766	
4007.04 Lost Book Fees	766		766	
4007.05 Room Rentals	315		315	
4007.06 Square Revenue	(201)		(201)	
<b>Total 4005.06 Library Charges</b>	<b>1,639</b>	<b>1,500</b>	<b>139</b>	<b>109.00 %</b>
4005.07 Annual Appeal	13,618	55,000	(41,382)	25.00 %
4008 Interest & Dividends	38	500	(462)	8.00 %
4008.01 Operating Account	67		67	
<b>Total 4008 Interest &amp; Dividends</b>	<b>106</b>	<b>500</b>	<b>(394)</b>	<b>21.00 %</b>
4500 Transfers In				
4500.02 Transfers from Endowment		58,000	(58,000)	
<b>Total 4500 Transfers In</b>		<b>58,000</b>	<b>(58,000)</b>	
<b>Total Revenue</b>	<b>\$508,545</b>	<b>\$616,800</b>	<b>\$ (108,255)</b>	<b>82.00 %</b>
<b>GROSS PROFIT</b>	<b>\$508,545</b>	<b>\$616,800</b>	<b>\$ (108,255)</b>	<b>82.00 %</b>
Expenditures				
5001 Staff Expenses		413,331	(413,331)	
5001.01 Salary & Wages				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5001.011 Certified Librarians				
5001.0111 Director	30,049		30,049	
5001.0112 Assistant Director	21,333		21,333	
5001.0113 Program Director	19,834		19,834	
<b>Total 5001.011 Certified Librarians</b>	<b>71,217</b>		<b>71,217</b>	
5001.012 Clerical Staff	42,259		42,259	
5001.013 Students	2,000		2,000	
<b>Total 5001.01 Salary &amp; Wages</b>	<b>115,475</b>		<b>115,475</b>	
5001.02 Employee Benefits				
5001.021 Health Insurance	17,146		17,146	
<b>Total 5001.02 Employee Benefits</b>	<b>17,146</b>		<b>17,146</b>	
5001.03 Payroll Taxes	12,229		12,229	
5001.0312 Social Security	5,155		5,155	
5001.0313 Medicare	1,206		1,206	
<b>Total 5001.03 Payroll Taxes</b>	<b>18,590</b>		<b>18,590</b>	
5001.04 Other Staff Expenses				
5001.032 Disability/Family Leave Insurance	1,454		1,454	
5001.037 Worker's Comp Insurance	528		528	
5001.038 Payroll Administrative Fees	721		721	
5001.041 Travel & Training	85		85	
<b>Total 5001.04 Other Staff Expenses</b>	<b>2,788</b>		<b>2,788</b>	
<b>Total 5001 Staff Expenses</b>	<b>153,999</b>	<b>413,331</b>	<b>(259,332)</b>	<b>37.00 %</b>
5002 Collection Expenses		50,000	(50,000)	
5002.00 Print Materials				
5002.001 Print Books				
5002.0010 Unfunded	70		70	
5002.0011 Funded	9,764		9,764	
5002.0012 Large Print Funded	730		730	
5002.0013 Sponsored Author	36		36	
<b>Total 5002.001 Print Books</b>	<b>10,600</b>		<b>10,600</b>	
5002.002 Periodicals				
5002.0024 Unfunded	1,923		1,923	
<b>Total 5002.002 Periodicals</b>	<b>1,923</b>		<b>1,923</b>	
<b>Total 5002.00 Print Materials</b>	<b>12,522</b>		<b>12,522</b>	
5002.01 Electronic (Online) Materials				
5002.011 Funded	2,219		2,219	
5002.040 Unfunded	3,727		3,727	
<b>Total 5002.01 Electronic (Online) Materials</b>	<b>5,947</b>		<b>5,947</b>	
5002.05 Other Circulating Materials				
5002.051 DVDs & CDs	377		377	
5002.055 Museum Passes	425		425	
<b>Total 5002.05 Other Circulating Materials</b>	<b>802</b>		<b>802</b>	
<b>Total 5002 Collection Expenses</b>	<b>19,271</b>	<b>50,000</b>	<b>(30,729)</b>	<b>39.00 %</b>
5004 Building & Equipment		43,500	(43,500)	
5004.01 B&E Repairs				
5004.011 Paid from Local Public Funds	4,999		4,999	
5004.012 Paid from Other Sources	1,868		1,868	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5004.01 B&amp;E Repairs</b>	<b>6,867</b>		<b>6,867</b>	
5004.030 Utilities		33,000	(33,000)	
5004.031 Electric	3,860		3,860	
5004.032 Propane	2,157		2,157	
5004.033 Water	294		294	
5004.034 Fuel	2,372		2,372	
<b>Total 5004.030 Utilities</b>	<b>8,683</b>	<b>33,000</b>	<b>(24,317)</b>	<b>26.00 %</b>
5004.04 Commercial Insurance		13,000	(13,000)	
5004.041 Commercial Package Policy	2,057		2,057	
5004.042 Auto-Commercial Policy	113		113	
5004.043 Commercial Umbrella Policy	525		525	
<b>Total 5004.04 Commercial Insurance</b>	<b>2,695</b>	<b>13,000</b>	<b>(10,305)</b>	<b>21.00 %</b>
5004.09 Other B&E Expenses				
5004.091 Security	1,322		1,322	
5004.092 Trash	292		292	
5004.093 Janitor	5,600		5,600	
5004.094 Snow Removal	1,043		1,043	
<b>Total 5004.09 Other B&amp;E Expenses</b>	<b>8,257</b>		<b>8,257</b>	
<b>Total 5004 Building &amp; Equipment</b>	<b>26,501</b>	<b>89,500</b>	<b>(62,999)</b>	<b>30.00 %</b>
5005 Miscellaneous Expenses				
5005.01 Library Supplies	974	7,500	(6,526)	13.00 %
5005.023 Office Supplies				
5005.021 Funded	236		236	
5005.022 Unfunded	923		923	
<b>Total 5005.023 Office Supplies</b>	<b>1,159</b>		<b>1,159</b>	
5005.03 Telecommunications	1,318		1,318	
5005.04 Professional Fees		8,000	(8,000)	
5005.042 Accounting	4,000		4,000	
5005.043 Bookkeeping	12		12	
<b>Total 5005.04 Professional Fees</b>	<b>4,012</b>	<b>8,000</b>	<b>(3,988)</b>	<b>50.00 %</b>
5005.05 Equipment/Technology	420	3,000	(2,580)	14.00 %
5005.06 Fundraising Expenses				
5005.061 Annual Appeal Expenses	104	4,000	(3,896)	3.00 %
5005.062 Grant Expenses		5,000	(5,000)	
5005.063 Other Fundraising Expenses	136	5,000	(4,864)	3.00 %
5005.0631 Bloomerang Fees	2,422		2,422	
5005.0632 Square Fees	8		8	
<b>Total 5005.063 Other Fundraising Expenses</b>	<b>2,566</b>	<b>5,000</b>	<b>(2,434)</b>	<b>51.00 %</b>
<b>Total 5005.06 Fundraising Expenses</b>	<b>2,669</b>	<b>14,000</b>	<b>(11,331)</b>	<b>19.00 %</b>
5005.08 Postage & Freight	5		5	
5005.10 Program Expenses	41	12,000	(11,959)	0.00 %
5005.11 Author & Presenter Fees	2,595		2,595	
5005.12 Supplies & Refreshments	1,069		1,069	
5005.121 Funded	28		28	
<b>Total 5005.12 Supplies &amp; Refreshments</b>	<b>1,098</b>		<b>1,098</b>	
<b>Total 5005.10 Program Expenses</b>	<b>3,734</b>	<b>12,000</b>	<b>(8,266)</b>	<b>31.00 %</b>
5005.13 Bank Service Charges		900	(900)	
5005.14 Advertising & Marketing	334	1,500	(1,166)	22.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.141 Website & Social Media	336		336	
5005.147 Other	881		881	
<b>Total 5005.14 Advertising &amp; Marketing</b>	<b>1,551</b>	<b>1,500</b>	<b>51</b>	<b>103.00 %</b>
5005.16 Mid-Hudson Library System	5,205	12,000	(6,796)	43.00 %
5005.17 Dues & Subscriptions	644		644	
5005.99 Director's Discretionary Fund	222		222	
<b>Total 5005 Miscellaneous Expenses</b>	<b>21,913</b>	<b>58,900</b>	<b>(36,987)</b>	<b>37.00 %</b>
9999 Ask My Accountant	518		518	
<b>Total Expenditures</b>	<b>\$222,201</b>	<b>\$611,731</b>	<b>\$ (389,530)</b>	<b>36.00 %</b>
NET OPERATING REVENUE	<b>\$286,343</b>	<b>\$5,069</b>	<b>\$281,274</b>	<b>5,649.00 %</b>
NET REVENUE	<b>\$286,343</b>	<b>\$5,069</b>	<b>\$281,274</b>	<b>5,649.00 %</b>

# DIRECTOR'S REPORT

May 23, 2024

## PROGRAMS

### Evaluation of programs:

Part of the ongoing oversight and evaluation of our programs involves me regularly dropping in on clubs, activities, and events. I try to check in on each of them at least quarterly. I have engaged with all of our ongoing activities to observe and meet participants. In a typical month, I also attend several of the special programs, whether they meet during the weekday, evenings or weekends. Unless I have conflicting engagements, I generally attend most events where we expect a large audience. The other involved staff and I meet regularly to assess the quality of all our programs and discuss feedback we have received about how well the events match the interests of the community.

Attendance	Dec	Jan	Feb	Mar	Apr
Adult & multi-age ongoing programs/series/clubs	300	304	352	299	310
Special events	703	80	357	277	1227
Children's/YA programs	195	215	231	211	248
Outside groups - reserved rooms	40	26	91	74	176
Virtual programs	33	21	28	20	24
<b>Total attendance*</b>	<b>1271</b>	<b>691</b>	<b>1008</b>	<b>876</b>	<b>1961</b>

\*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, Eco Fest, Housing Series.

Highlights from April:

- **Literary:** National Poetry Month Reading, Fiction Workshop, Memoir Writing Workshop, Starr Book Club, Mystery Book Club, Cookbook Club, Friends Book Sale

- **Fun, Health & Education:** Housing Discussion Series, Intro to Pickleball, Eco Fest, Nerds at Nite, Museum Trip to Vassar, Dahlias Demystified, Organizing Your Life, Eclipse Viewing Party
- **Outside Groups & Partnerships:** Anderson Center, Culture Connect, La Leche League, Megabrain Comics, Rhinebeck at Home, Rhinebeck Central School District, Rhinebeck Historical Society, Starr Stitchers, Rhinebeck Episcopal Church, Climate Smart Rhinebeck, Morton Library, Dirty Gaia
- **Ongoing:** Storytime, Music & Movement, Connect & Play, All Abilities Hour, Knitting, Chair Yoga, Family Yoga, Lego Hour, Mahjong, Scrabble, Brain Games, Sound Meditation, Teen Tech, Starr Stitchers, and Classical Guitar

#### Upcoming Programs to Promote:

- Journaling & Scavenger Hunt Party - 5/28, 6-7pm, Ages 11+
- Bird Watching Walk - 6/1, 10am
- How-To Kitchen Gardens in Small Spaces - 6/8, 10am
- BeckHook Pride - 6/9
- A Caregivers' Guide to Managing Money - 6/17, 2pm
- Hudson Organ Trio (Jazz) on 6/22 at 4:30
- AARP Smart Driver Course - 6/28 to 6/29, 6 hours

## FUNDING

- \$25,000 from Thomas Thompson Trust
- \$86,000 Oppenheim bequest
- We did not receive the Arts MidHudson grant this round but have been encouraged to apply again for a slightly different upcoming grant this year.
- The concert series committee did receive \$5000 from AMH, in addition to raising \$6800 from private donors and local business sponsorships. This means that this year's concert series is more than fully funded.

## ADVOCACY

- NYS budget finalized:
  - \$103.852 million for Library Operating Aid (Governor proposed \$102.1 million; Senate and Assembly proposed \$104.6 million)
  - \$44 million for Library Construction Aid (Governor proposed \$34 million; Senate proposed \$54 million; Assembly proposed \$69 million)
  - \$6.25/pupil for Library Materials Aid
  - \$3 million for NOVELny
- As Rebekkah Smith Aldrich said in a recent newsletter, this was a successful advocacy year, even though the increases weren't as much as we hoped for. "Given that the Governor started higher than the previous year and both houses advocated for more

than the Governor's proposal, we should be proud of the work we have done to make the case for library systems and our member libraries.”

- Newly incorporated Dutchess County Library Association allows the 22 libraries in the county to apply for grants together (not-construction grants) rather than competing with each other for county money. Representatives from DCLA met with County Executive Sue Serino on May 14 to talk to her about how we work together. The DCLA also organized last month’s Trustee Reception and we met at Morton on May 16. DCLA’s monthly meetings are a great way for our county’s library directors to discuss shared initiatives, upcoming and ongoing MHLS agenda items, and system-wide committee reports (in between the bi-monthly MHLS directors’ meetings).

## BUILDING & GROUNDS

- Sidewalk railings & ADA ramp
- Moving Michelle’s desk
- New tree from Village Tree Commission is a magnolia in the NE corner. They also accidentally removed a large, healthy catalpa from the NW corner and will replace it with the same, barring any objections from us.

## PERSONNEL

- **New hire:** Chelsea Fitzgerald

## PATRON SERVICES

- Displays: Blind date with a book, RCSD K-12 Art Show
- Brooke visited CLS to meet with a group of students learning English as a second language and to get them set up with library cards, Hoopla and Libby accounts.
- Update on Summer Reading planning with Chelsea
- Offering free books as a result of culling titles with low borrowing histories
- Little Free Library for LGBTQ

## TRUSTEE PROGRAMS

Join Mid-Hudson Library System Executive Director, Rebekkah Smith Aldrich for any of these informative sessions about library trustee roles and responsibilities. Each session is live, online from 5:00 to 6:30 pm.

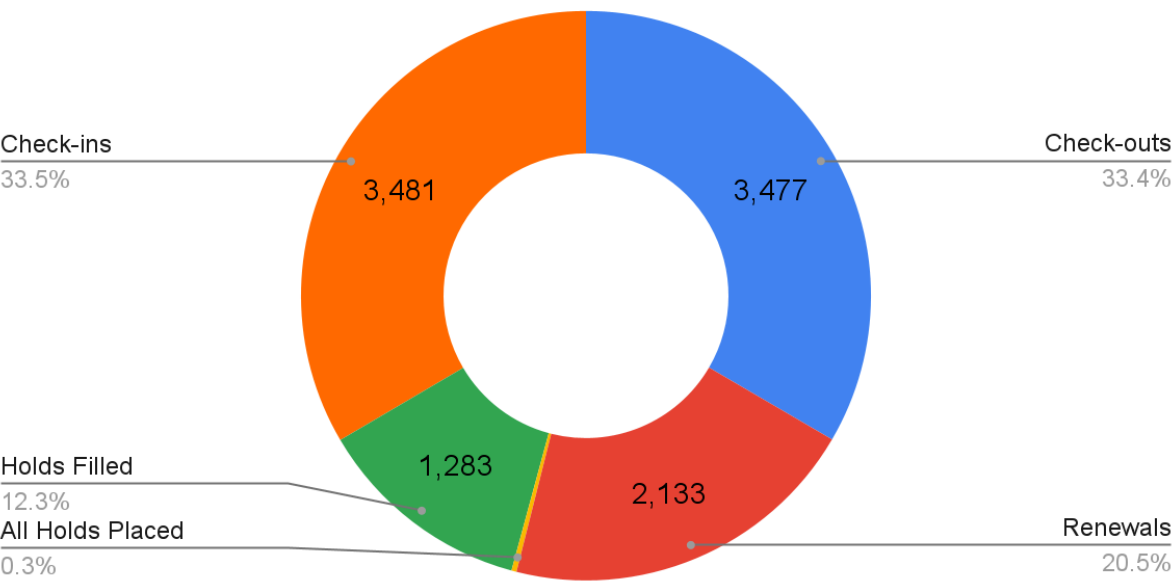
- [Trustee Essentials](#) | Wednesday, June 5 | [REGISTER](#) OR Thursday, September 5 | [REGISTER](#)
- [Finance & Fiduciary Responsibility](#) | Monday, June 10 | [REGISTER](#)
- [Libraries for the Future: An Introduction to Sustainability as the Newest Core Value](#) (Trustee Handbook Book Club) | Tuesday, June 18 | [REGISTER](#)

You can access the full Trustee Handbook Book Club series resources online at <https://midhudson.org/trusteebookclub/>

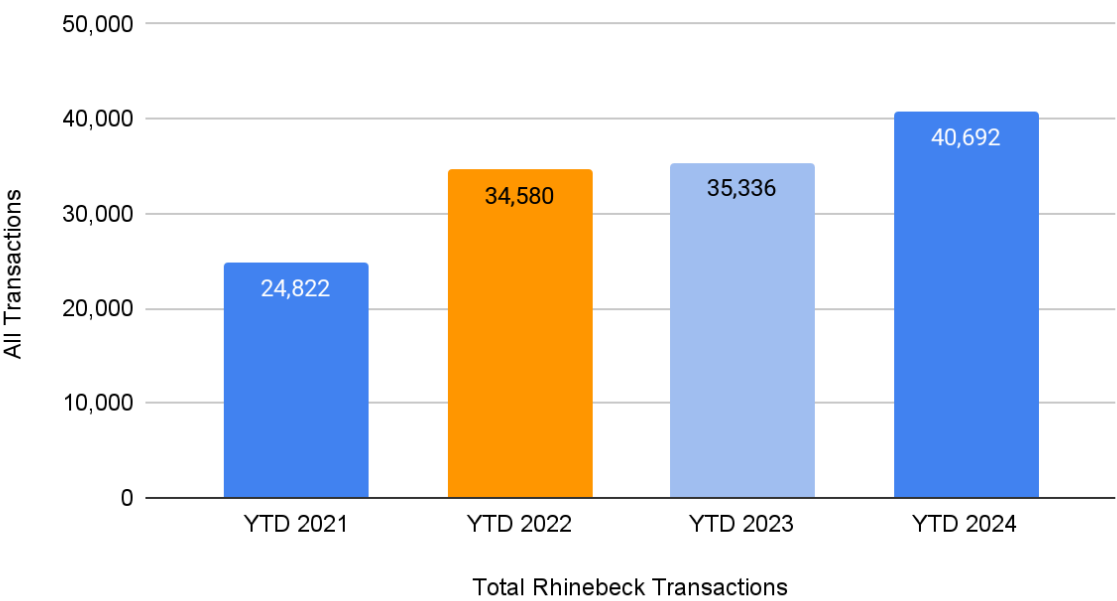
STATISTICS

Last Month's Transactions at Rhinebeck Circulation Desk

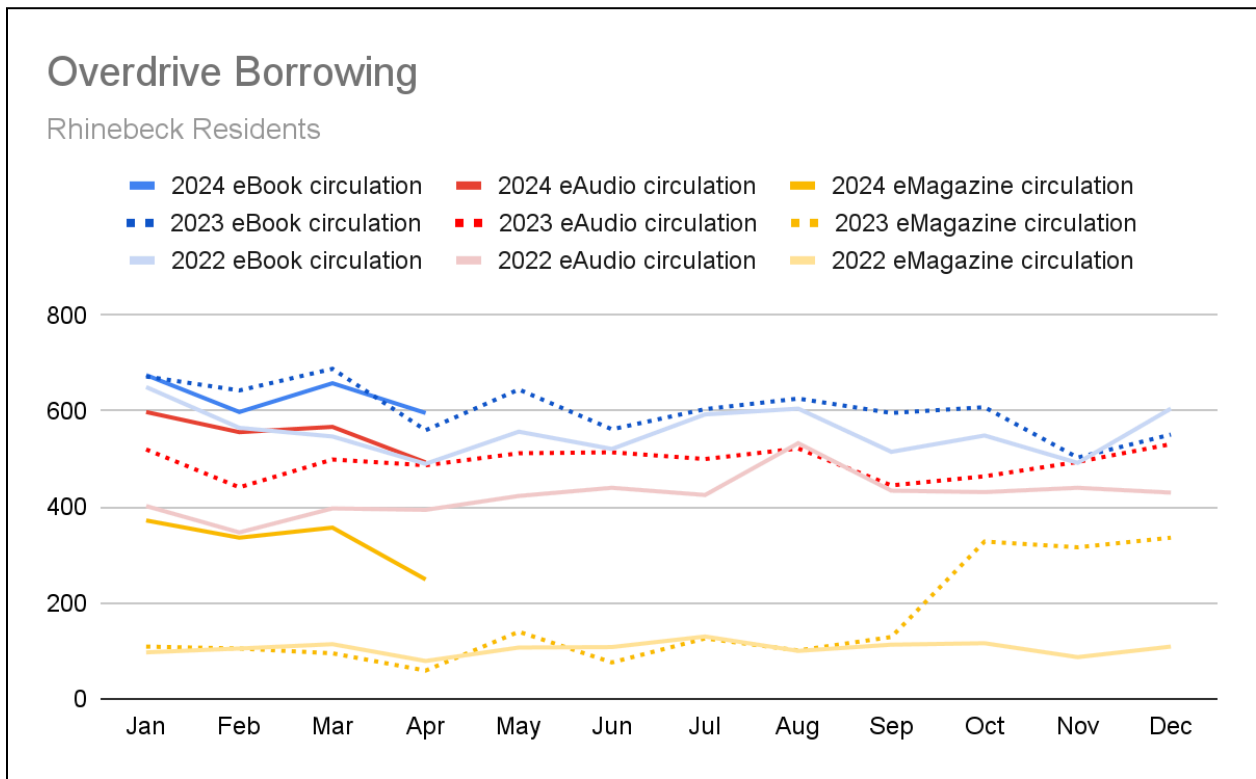
Apr 2024 = 9,796 total transactions



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**

## **PR COMMITTEE MEETING MINUTES**

**May 2024**

### **In Attendance**

Jaclyn, Jay, Erin, Laura Charles and Andrew

### **Topics Covered**

- We discussed/brainstormed ideas for capital campaign talking points including goals, how previous work with Paul Mays work and community outreach laid the foundation and the pandemic changed community needs and library focus.

We plan to present our finished draft for review and comment at the May Board meeting.

*Links to talking points drafted after the meeting:*

Short version talking points

<https://docs.google.com/document/d/1tzoXdppdyBifVvdpH62CzPFqbp-0IPpezin2oOEM/edit?usp=sharing>

Long version talking points

[https://docs.google.com/document/d/1nAVBpfJ\\_GLBHeMeAKv89D6jNZVYjobmlrQVlxYTOq9A/edit?usp=sharing](https://docs.google.com/document/d/1nAVBpfJ_GLBHeMeAKv89D6jNZVYjobmlrQVlxYTOq9A/edit?usp=sharing)

FAQ

[https://docs.google.com/document/d/15FTReH7y8S\\_wpG4JFzum7x5pveIC8YUDJbh7rosptxY/edit?usp=sharing](https://docs.google.com/document/d/15FTReH7y8S_wpG4JFzum7x5pveIC8YUDJbh7rosptxY/edit?usp=sharing)

# FUNDRAISING COMMITTEE MEETING MINUTES

## Fundraising Meeting Minutes

5/15/24

The fundraising committee continued to discuss plans for the capital campaign, including fundraising at scheduled summer events and the February benefit.

### Capital Campaign

- The committee will plan a formal campaign launch once we have deliverables from Skolnick in late September or early October. This will provide an opportunity to share the plans with the public in preparation for the February benefit.
- Jaclyn is meeting with a fundraising expert from the community to discuss the campaign and invite her to join the fundraising committee. Committee members will try to find more members of the community with experience in development to join the fundraising committee.
- The committee will create a list of potential high value donors who might be willing to hold intimate fundraisers with their friends and family.
- Jaclyn has looked into several grants to help fund the expansion. The committee will continue to look for grants and non-traditional funding sources.
- Jaclyn met with a community member interested in designing merchandise for the library. Jaclyn and Erin will work on the design.

### Benefit

- Erin will begin contacting caterers for the benefit.
- David will organize a time for the benefit committee to see the space at Brookemeade.
- The committee would like to book a Big Band for the benefit. Sass & Brass is performing in the summer concert series. Jaclyn will touch base with them to get more information.



# ATTACHMENTS

## **Starr Library Finance Committee INVESTMENT POLICY**

### **INVESTMENT OBJECTIVES**

The investment objectives of the Endowment Fund are to:

1. Provide an operating contribution annually to the Starr Library's operating budget.
2. Manage the Endowment to ensure that we are able to continue to contribute to the operating budget without depleting the fund or taking on any more risk than is necessary.
3. Ensure preservation of capital a total rate of return (appreciation plus current income) which equals or exceeds over each rolling 3-year period the combined inflation rate and operating contribution.

### **OVERALL GUIDELINES**

1. The Finance Committee will recommend, for board approval, a certified investment advisor or company with a proven track record of investment excellence.
2. Investment will be primarily in marketable securities: common and preferred stock, governmental and corporate bonds, and short-term investments. Investments may include mutual and/or index funds as well as bond funds and will not include risky instruments such as junk bonds, options, futures and penny stocks.
3. The Endowment fund will not use any leverage in its investments.
4. Investment results are expected to compare favorably with broad market indices and competitive measurement standards over full market cycles.
5. The Endowment Fund's performance will be reviewed not less than annually by the Finance Committee.
6. Asset allocation will be as follows:

	% of Portfolio	
	Minimum	Maximum
Equity Securities	40%	70%
Fixed Income Securities	20%	45%
Real Estate Related	0%	10%

All computed percentages will be based on market value at performance review dates.

7. The Finance Committee will review these guidelines annually and propose them for approval by the Board of Trustees after consultation with a financial professional.
8. The Finance Committee must approve any temporary exceptions with notification to the Executive Committee of the Board of Trustees.

## **SPECIFIC INVESTMENT CRITERIA**

### **Equity Securities**

- The equity investments will seek to achieve a diversified portfolio and may include portions in growth stocks, index funds, value funds, and small cap funds, etc. both domestic and international.

### **Fixed Income Securities**

- Securities or mutual funds will be U.S. treasury, U.S. Agency and non-governmental investment grade issues rated “BBB” or better. The Fund has the ability to have a maximum of 10% of the entire portfolio in high-yield debt.
- With the exception of U.S. Treasury and U.S. Agency securities, no more than 5% of the Fixed Income holdings may be invested with any single issuer, and such holding may not exceed 5% of an issuer’s outstanding debt.

### **Real Estate Related**

- The real estate investments of the Fund may include REITS and other pooled Funds.

### **Other Investments**

- Subject to approval of the Finance Committee and the Executive Committee of the Board of Trustees.

## **RESTRICTIONS AND PERFORMANCE**

### **List of Restrictions**

1. Managers of Starr Library endowment funds shall not include employees, Trustees, the Executive Committee or Friends of Starr Library, or their immediate families.

### **Performance Measurement**

1. Measured and reviewed quarterly using various standard indices. Attention will be placed on measurement over 3 to 5 year periods with recognition of the prevailing investment environment.
2. Absolute rate of return will be compared with the investment objectives as defined above.
3. Relative rate of return:
  - Total portfolio rate of return compared with CPI as a measure of inflation.

## **FINANCE COMMITTEE RESPONSIBILITIES**

1. Quarterly written reports to the Board on performance results.
2. Annual reports sharing investment results for the most recent 1 year, 3 years, and 5 years, and:
  - a. Any changes in investments
  - b. Investment outlook and strategy

## **THE STARR LIBRARY BOARD OF TRUSTEES RESPONSIBILITIES**

1. The Board of Trustees will review and approve annually the Finance Committee's recommendations within the first quarter of the calendar year.
2. Review annually the endowment portfolio structure and results.
3. Annually, the Board of Trustees will review and accept or decline the amount available for distribution to each calendar year's operating budget.

### *Versions:*

*Presented to the Board of Trustees on January 17, 2005*

*Accepted by the Board of Trustees on March 21, 2005*

*Draft Revision Presented to Board of Trustees April 21, 2014*

*Passed by Board of Trustees May 19, 2014*

*Draft Revision Approved by Finance Committee February 2, 2024*

*Accepted by Board of Trustees February 22, 2024*

*Draft Revision Approved by Finance Committee May 1, 2024*

## **Memorandum of Understanding**

The purpose of this Memorandum of Understanding is to define the relationship between Starr Library and the Friends of Starr Library and to set forth expectations and general arrangements, roles, and responsibilities to which the Board of Trustees and the Executive Committee of the Friends agree.

The mission of the Friends of Starr Library is to further the interests of the public in Starr Library and to actively and financially support the activities of the Library in cooperation with the Board of Trustees.

The Friends of Starr Library is a committee of Starr Library, acting on behalf of the Library and subject to the Library's Bylaws. The Friends maintain a set of governance rules and procedures to organize their membership and activities. The Library Board of Trustees, in cooperation with the Executive Committee of the Friends, may institute requirements over the operations and finances of the Friends as it considers reasonable and appropriate in carrying

out its fiduciary responsibilities to the community, and as to be set forth in this Memorandum of Understanding.

The Library shall:

1. Include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and directions of the Library.
2. Share the Library's strategic initiatives with the Friends as they develop and offer suggestions as to how the resources of the Friends can further these initiatives, especially in presenting periodic "wish list" items.
3. Include a member of the Friends' Executive Committee as a non-voting member of the Library Board of Trustees (Friends Liaison) and allow the Friends a place on the Library Board's monthly meeting agenda for a report regarding the Friends' activities and finances.
4. Select a member of the Board to attend Friends' meetings and to serve as a Liaison to the Friends (Trustee Liaison).
5. Provide the Friends with space for book storage, sorting, meetings, and book sales, consistent with the needs of the Library for its programs, collection, and operation, as determined by the Director. The Library also agrees to provide public space for Friends' membership brochures and promotional materials, as well as providing public acknowledgement of the Friends' gifts with signage, mentions on the website, etc..
6. Provide staff support to assist with collecting monies for membership and fundraising activities at the circulation desk on behalf of the Friends, as well as with meeting coordination.

The Friends shall:

1. Dedicate their efforts to advocating in the community on behalf of the Library's strategic initiatives and fundraising to support the mission of the Library.
2. Publicly support the Library and its policies.
3. Maintain their own governance rules and procedures with the understanding that the Bylaws of the Library take precedence.
4. Include the Library Director and Trustee Liaison as a non-voting presence, in such capacities, during Friends' meetings and allow room on the agenda for a Library report. However, if the Director and Liaison are members of the Friends, they may vote in that capacity.



5. Prepare an annual budget with projected revenue and expenditures to be shared with the Board of Trustees.
6. Adhere to the Library's fiscal policies and keep regular and transparent accounts of income and expenses, which will be reported to the Library Board and Director. The Friends shall use vouchers to track their expenditures.
7. Maintain a bank account dedicated to the fundraising efforts of the Friends which will be kept distinct from other Library funds. The Library Board's President and Treasurer shall be account custodians. The Friends' President and Treasurer shall be the account signatories. Financial support by the Friends will be used, with their consent, for items proposed by the Director which are in support of patron activities, patron services, or patrons of the Library, generally.
8. Understand that the Library has the final say in accepting or declining any and all gifts to the Library.

Should the Friends cease to actively fundraise to support and promote the Library, they can be disbanded, allowing for a new group of Friends to be established by the Library.

Approved by the Starr Library Board of Trustees:

Approved by the Executive Committee of the Friends of Starr Library:

## **Starr Library**

### **OPEN MEETINGS LAW POLICY DRAFT**

Starr Library adopts New York's Open Meetings Law as it pertains to association libraries, as described in the *2023 Handbook for Library Trustees* (pp. 54-57), excerpted below:

#### *Posting of Documents*

Open Meetings Law requires that any document that will be the subject of discussion at a board meeting be made available via the library's website at least twenty-four hours before the meeting at which it will be discussed. The law also requires that a draft of the minutes of the board meeting be posted within two weeks of the meeting and a draft of minutes from an executive session be posted within one week from the date of the executive session.

#### *Open Meetings and Executive Sessions*

All public and association libraries in New York are subject to Open Meetings Law (see Education Law §260-a; and Public Officers Law, Article 7). This law requires that board meetings must be properly posted and advertised and open to the public. Notice of all board meetings must be sent to the news media, noted on the library's website and posted in a public place such as the library bulletin board. In addition, working sessions of the Board (even if they are not formal meetings) must be advertised and open if a quorum of the Board is expected to attend. Educational sessions in which the board does not conduct business are exempt from Open Meetings Law.

For "public" library boards (municipal, school district public and special/consolidated legislative district libraries), the requirements of Open Meetings Law also apply to all committees and sub-committees of the Board. (...) Note that board committees of association libraries outside of New York City are not subject to the committee provisions since they are not considered "public bodies" under the law. (Public Officers Law, Article 7; Education Law §260-a)

Executive sessions are a portion of the open meeting from which the public and the news media may be excluded. They may only be convened for a limited number of specific purposes. Those which usually apply to libraries are:

- Discussions regarding proposed, pending or current litigation;
- Collective bargaining negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

An executive session is convened only as part of a public board meeting, not as a separate meeting. The Board must vote to enter executive session and specifically state the topic of conversation for the session for its minutes.

The board may invite advisors into an executive session with them, such as the Library Director, public library system consultant or the library's lawyer. The Library Director should almost always be invited into an executive session unless the Board is discussing a personnel matter related to that person.

The Board is permitted to take formal action and vote on any matter in the executive session except for the appropriation of public monies. However, such actions must be detailed in minutes of the executive session. It is usually advisable to adjourn from the executive session and return to the regular meeting to vote on any formal action or approve specific resolutions.

Using executive sessions to discuss matters not defined within the law, even if the topic is "uncomfortable" to discuss publicly, **is illegal**.

Insofar as Board communication between meetings, the Committee on Open Government opines: *"there is nothing in the Open Meetings Law that would preclude members of a public body from conferring individually, by telephone, via mail or email. However, a series of communications between individual members or telephone calls among the members which results in a collective decision, a meeting or vote held by means of a telephone conference, by mail or email would in (our) opinion be inconsistent with law."*

### Minutes

Minutes of all board meetings are required by the Open Meetings Law. They, along with financial statements and other official records outlined in the library's record retention policy, should be kept in a secure but accessible place and available to the public upon request. **Posting the minutes on the library's website is required by law.**

Minutes of a regular session of the Board must consist of *"a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon."* If a vote was not unanimous, the minutes must reflect how each Board member voted on an action. (Public Officers Law §87 [3] [a])

Although it is not required, most minutes also include a summary of discussions relating to the issues covered. However, they should not be a transcript of the discussions. Draft minutes must be uploaded to the library's website within two weeks of the meeting, unless the Board has held a special meeting within that time frame where the minutes were approved, then the approved minutes would be posted. Either way, minutes of meeting must be posted online within two weeks.

Minutes of executive sessions are required only if the Board takes formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide only "*a record or summary of the final determination*" or action the Board took in the session. Draft minutes of an executive session must also be available on the library's website but within one week of the meeting. Approved minutes must be kept on file in perpetuity.

For further information on Open Meetings Law and the Opinions of the Committee on Open Government please visit: <https://opengovernment.ny.gov/open-meetings-law>

*Draft presented February 22, 2024*

*Adopted and approved by the Starr Library Board of Trustees on \_\_\_\_\_*

# BYLAWS OF STARR LIBRARY

## Revised version

### **Starr Library Mission Statement**

Starr Library provides access to the highest quality library services and programming enriching our lives and building community.

### **Preamble**

The Board of Trustees (hereinafter designated as the "Board") of The Starr Institute, d/b/a/ Starr Library, a corporation created under a charter granted under Section 223 of 223253 of the New York State Education Law by the Board of Regents of the State of New York, dated September 12, 2023 December 11, 2012, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

### **Bylaws**

#### **I. NAME OF ORGANIZATION**

The name of the organization shall be the Starr Institute, d/b/a Starr Library.

#### **II. PURPOSE**

The purpose of the organization is to provide superior library service to the community of Rhinebeck.

#### **III. FISCAL**

The fiscal year of the library shall be the calendar year.

#### **IV. BOARD OF TRUSTEES**

The library shall be governed by a Board of Trustees. The Board shall consist of 9 members, elected for terms of three years each. Newly elected members will take office at the January meeting.

A. Eligibility for office shall be those adults residing, owning property or working within the geographical limits of the town or those adults with skills competencies or knowledge of value to the library.

B. Absence from three consecutive meetings (without written approval by the Board President) shall constitute automatic removal from the Board. The President shall inform the absent Board Member in writing that he/she is no longer on the Board.

C. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library's educational purpose as provided in Education Law 226; subdivision 8.

D. Each Trustee shall have one vote, irrespective of office held.

E. A Trustee must be present at a meeting to have his/her vote counted.

F. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

## V. OFFICERS

A. The officers of the Board shall be the President, Vice President, Secretary and Treasurer, elected annually by the Board at the December meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.

B. The duties of such officers shall be as follows:

1. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex officio voting member of all committees, and generally perform all duties associated with that office. The President shall submit an annual report of the previous year to the Board at the January meeting.

2. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

3. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

4. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as are generally associated with that office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate. The Treasurer shall submit a year-end financial report. The Assistant Treasurer, a staff member, will prepare materials as required by the Treasurer and have other duties as necessary for the financial aspects of the library's operations.

## VI. DIRECTOR

A. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

B. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or compensation is to be discussed or decided.

C. The Director is an ex officio member of all committees. The Director will recuse herself/himself when the Board deliberates his/her evaluation and/or compensation and the nominating committee discusses potential trustee appointments.

## VII. ELECTIONS

A. At the regular November board meeting the Nominating Committee shall present a slate of trustees including new members and those whose terms expire at end of year for election at the December meeting. Nominations may be made from the floor. Newly elected trustees shall take office at the Annual Meeting in January.

B. Trustee terms shall be staggered so that each year approximately one-third of the trustees shall be elected for a three-year term. No elected trustee shall be eligible for more than two consecutive terms, except after an elapsed interval of at least one year. At any meeting, the Board shall have the power to fill a vacancy. A trustee so elected or appointed shall be eligible, at the end of that year, for election to two three-year terms.

C. At the December Meeting, the Nominating Committee shall present a slate of officers for election at that meeting. Nominations may be made from the floor. Acceptance by a majority of the Board shall be required for election.

## VIII. COMMITTEES

The President and the Director shall be, ex officio, members of all committees (with the exception vide supra). Unless otherwise specified, committees shall consist of three or more trustees, appointed by the President. All committee chairs shall be Board members.

### A. Committees of the Board.

Committee Members will be appointed at the February meeting. Committee chairs shall present annual reports at the December meeting or as needed. Community members other than trustees may be members of any committee other than the Executive Committee, the Governance Committee, the Nominating Committee or the Personnel Committee.

1. Executive Committee: This committee shall consist of the four officers plus the director ex officio. The committee shall have oversight of the Bylaws, Policies, and Strategic Plan, as well as the expectations for trustees with regard to duties and training. The committee works with the Director as appropriate to advise the Board on personnel policy as it affects the budget, including but not limited to: appointment, reappointment or dismissal, salary, and benefits. The committee will meet as called upon by the President. The committee shall be empowered to make interim decisions, but shall be limited to expenditures of \$1000. Any interim decision shall be submitted to the Board for ratification at its next regular meeting.
2. Building and Grounds Committee: This committee shall maintain the building (interior and exterior), grounds, lighting, Heating/cooling, plumbing and security. The committee shall have the authority to make emergency expenditures not to exceed \$1000.
3. Public Relations Committee: This committee shall work with the Director to coordinate the dissemination of all appropriate information relating to library activities to the public and the media on a regular basis.
4. Nominating Committee: This committee shall consist of three (3) Board members whose duties are described in Section 7 sections (a) and (c).
5. Fund-Raising Committee: This committee shall coordinate the annual fund drive and any other fund-raising activities as approved by the Board.
6. Finance Committee: This committee shall keep the Board advised of the



financial status of the library and prepare a budget for review at the Annual Meeting. The committee shall make investment decisions for the endowment and restricted funds based on the Investment policy and the bylaws and shall report quarterly for ratification by the Board.

7. Governance Committee: This committee shall have oversight of the By-Laws, Policies, and Strategic Plan (as well as the expectations for trustees with regard to duties and training.)

8. Personnel Committee: This committee works with the Director as appropriate to advise the Board on personnel policy including but not limited to employment, salary and benefits.

## B. Committees of the Corporation.

Committees of the corporation may be established by the Board as deemed necessary. Unless otherwise specified, the President shall appoint all committee members; . Unless otherwise Ccommittee chairs shall be Board members;. Unless otherwise specified, and other committee members need not be Board members.

### 1. Friends of the Library:

The Friends of the Library is a unique committee organized to actively and financially support the activities of Starr Library in cooperation with the Board of Trustees. This committee will elect its own officers and develop its own operating procedures, consistent with the Bylaws and the policies of the Board. Committee membership is open to the public, not appointed by the President.

- a. Financial support by the Friends will be used, with their consent, for items proposed by the Director which are in support of patron activities, patron services, or patrons of the Library, generally. The Friends shall adhere to the Library's fiscal policies and keep regular and transparent accounts of income and expenses, which will be reported to the Board and the Director. The Friends shall maintain a bank account dedicated to the fundraising efforts of the Friends which will be kept distinct from other Library funds. The Library Board's President and Treasurer shall be account custodians. The Friends' President and Treasurer shall be the account signatories. After consultation with the officers of the Friends, the Library Board may institute other requirements over the finances of the Friends as may be considered reasonable and appropriate by the Library Board.

- b. The Friends' President shall act as a Liaison between the Board and the Friends, providing information to the Friends regarding the Board's vision, and shall report to the Board monthly regarding the Friends' activities and finances.
- c. A Trustee shall be designated as Liaison between the Friends and the Board, attending meetings of the Friends and providing perspectives of the Board as requested.

## IX. MEETINGS

Meetings shall be held each month, the date and hour to be set by the Board. Written notice of all meetings shall be transmitted to each member at least five days before the meeting.

- A. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- B. The Annual Meeting shall be held in January of each year.
- C. The operating and financial reports for the previous year shall be presented at the meeting in January.
- D. The preliminary budget for the subsequent calendar year shall be presented at the regular meeting in October.
- E. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in December.
- F. A simple majority of the existing Board shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- G. Ex officio members may be invited to participate in executive sessions at the discretion of the Board President.
- H. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

1. Call to Order and roll call of members
2. Adoption of Agenda
3. Approval of Prior Meeting Minutes
4. Period for Public Expression
5. Personnel Actions Report
6. Treasurer's report
7. Report of receipts and disbursements
8. Warrants and claims
9. Director's Report
10. Committee Reports
11. Old Business
12. New Business
13. Period for public expression
14. Dates of future board meetings
15. Correspondence
16. Executive session (if needed)
17. Adjournment

## **X. ENDOWMENT FUND**

A. The Board shall deposit in the Endowment Fund ten percent (10%) of the funds received from the Annual Fund Drive.

B. The Board will annually allocate 4% (the "Endowment Spending Rate") of its endowment for use in the annual operations of the Library. To insulate against market fluctuations, the actual dollar amount to be spent each year will be computed by taking 4% of the arithmetic average of the endowment on the last day of the last three fiscal (ending December 31) years. By 2/3 vote, the board may withdraw endowment funds for extraordinary, non-recurring expenditures.

## XI. FRIENDS GROUP

An auxiliary organization known as the Friends of Starr Library (hereinafter designated as the Friends) shall be constituted to support the activities of the library in cooperation with the Director and the Board. The Friends shall be governed by its own officers and bylaws and file such financial reports as are necessary. The Library Board may further institute such other requirements over the finances of the Friends as may be considered reasonable and appropriate by the Library Board.

A. The Friends' President shall act as a liaison between the Board and the Friends, providing information to the Friends regarding the Board's vision, and shall report to the Board monthly regarding the Friends' activities and finances.

## XII. AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A majority of the current Board is necessary for adoption of an amendment.

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a majority of the Board present shall so approve.

## XIII. PROCEDURE

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

Adopted by The Starr Library Board of Trustees

Revision approved: 06/22/2023

Draft changes added: 05/21/2024