

August 2024 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday August 29, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from July 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
13. New Business
 - A. Expansion Plans
 - B. Event Venue
14. Public Comment Period
15. Adjournment

Next Meeting: September 26, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, July 25, 2024, 5:30 PM

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

The Friends Representative: Stephen Frost

Absent: Erin Humbaugh

I. Call to order and review of agenda: David Lavalee called the meeting to order at 5:30 pm.

II. Public Comment Period –

No comments.

III. Minutes from the June 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 the month of June. Financial information for June was provided to the Trustees in advance of the meeting. Craig noted that The Friends continue to contribute to the Library and have contributed \$22,000 for the year-to-date. 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, noting that staffing continues to be the Library's largest expense, as budgeted. A 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 popular programs such as bird watching, How-To Kitchen Gardens, the Community Photo Shot and the Traveling Lantern Theatre Co. She also noted the E River Blues Band as part of the concert series held on July 20th notwithstanding a challenging power outage occurring

at the same time. A discussion ensued among the Trustees relating to the music series generally and the success to date. The Trustees complimented Jaclyn on her handling of the power outage during the concert. The Trustees then discussed the proper protocols to follow when a concert is held indoors and the need to create an enjoyable and relaxing environment for all patrons, ensuring that proper behavior is followed during the music performance.

Jaclyn further noted the upcoming Book Sale to be held in mid-August. She also reported on the application for a funding grant from the Mid-Hudson Library System for \$1,000 to cover Spanish-language children's books and outreach. Lastly, she reported that the Library had received a \$10,000 bequest from a former Rhinebeck teacher.

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

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

VI. The Friends Report – Stephen Frost reminded the Trustees of the upcoming Book Sale in mid-August. He also reported that the MOU had been approved by The Friends. David noted that the MHT bank account had been opened for the joint The Friends/Library account.

VII. 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.

VIII. Standing Committee Reports

- A. Finance Committee– Mary Beth De Filippis reported on certain accounting protocols being put in place related to restricted grants and the need to report those funds separately. A discussion ensued among the Trustees and all questions asked were appropriately answered.
- B. Fundraising Committee– Jaclyn reported on the Committee's recent activities and planning which include the scheduling of two informational meetings to recruit community members as benefit planning volunteers. Jaclyn noted that Erin has prepared a presentation for this initiative which has been distributed to the Trustees in advance of the meeting. Jaclyn also noted some permit challenges which Brookmeade was experiencing for certain events. Jaclyn will be following up with Brookmeade for an update. A discussion ensued among the Trustees and all questions asked were appropriately answered.

Ad Hoc Committee Reports –

Building Expansion/ Renovation Project Committee: Jaclyn and Laura Selicaró provided the Trustees with a report on the current work with Skolnick, including reviewing the size of certain areas. The next meeting of the Committee is scheduled for mid-August and an updated report will be provided at that time. Increasing the parking area continues to be

a topic of discussion with Skolnick and the Committee members. The Trustees discussed a range of options.

X. Correspondence

None.

XI. Old Business

None.

XII. New Business –

Appointments - David led a discussion on the appointment of a new Treasurer. He recommended that Andrew serve in that position. He noted Andrew's financial capabilities and his incredible contribution to the Board as a member of the Finance Committee. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve Andrew as Treasurer pursuant to the resolution attached to these minutes, which motion was seconded and unanimously approved.

David then led a discussion about the chair of the Public Relations and Publicity Committee. Given Andrew's appointment as Treasurer, David recommended that Jay be appointed as the chair of the foregoing Committee. David discussed Jay's background and experience in this area. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve Jay as the chair of the Public Relations and Publicity Committee pursuant to the resolution attached to these minutes, which motion was seconded and unanimously approved.

Trustee Search - David then noted that David's last meeting as a member of the Board of the Trustees due to term limits will be in November. He has asked the Nominating Committee to commence the search process for three Trustees and President. The Nominating Committee will be led by its chair, Andrew. The goal would be to approve the Committee's recommendations by the end of the year.

By-laws Amendment – Valerie then led a discussion of the recommended amendments to the By-laws previously distributed to the Trustees before the meeting. Valerie noted the background of the amendments which were discussed at prior meetings. A discussion ensued among the Trustees and all questions asked were appropriately answered. A motion was made to approve the amendments pursuant to the resolution attached to these minutes, which motion was seconded and unanimously approved.

Allocation of Bequest Funds – David led a discussion of the allocation of the \$10,000 bequest received by the Library reported by Jaclyn earlier in the meeting. The Trustees discussed the need to allocate gifts to the operating budget and other uses. A discussion ensued among the Trustees and all questions asked were appropriately answered. David recommended that 50% of the bequest be allocated to the operating budget with the balance being allocated towards expansion.

XIII. Executive Session –None

XIV. XV. Adjournment

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

Next Meeting Date: August 29, 5:30 p.m.

APPENDIX

RESOLVED, that Andrew Schulkind be, and he hereby is, elected as Treasurer of Starr Library to fill the vacancy created by the resignation for personal reasons of Craig Olesewski, until Mr. Olesewski's term is completed, or until Mr. Schulkind's successor shall have been duly selected.

RESOLVED, that Jay Burgess be, and he hereby is, elected as chair of the Public Relations and Publicity Committee to fill the vacancy created by Andrew Schulkind stepping down from such position given his election as Treasurer, until Mr. Schulkind's term is completed, or until Mr. Burgess' successor shall have been duly selected.

RESOLVED, that the amendments to the By-laws of the Starr Library presented to the Board of Trustees at the July 25, 2024 meeting be, and they hereby are, approved.

TREASURER'S REPORT

INCOME VS. EXPENSES



Starr Library

Statement of Activity

July 2024

	TOTAL
Revenue	
4002 MHLS Cash Grants	
4002.01 Local Library Services Aid	2,109.60
Total 4002 MHLS Cash Grants	2,109.60
4005.01 Restricted Grants	
4005.014 Roger Phillips Concert Series	5,255.00
Total 4005.01 Restricted Grants	5,255.00
4005.03 Unsolicited Donations	98,492.34
4005.05 Programs	
4005.052 Friends' Book & Art Sales	(0.20)
4005.055 Coffee & Tea Services	25.00
4005.061 Copy & Fax Fees	171.75
Total 4005.05 Programs	196.55
4005.06 Library Charges	
4007.04 Lost Book Fees	39.01
4007.06 Square Revenue	0.75
Total 4005.06 Library Charges	39.76
4005.07 Annual Appeal	50.00
4008 Interest & Dividends	
4008.01 Operating Account	14.97
Total 4008 Interest & Dividends	14.97
Total Revenue	\$106,158.22
GROSS PROFIT	\$106,158.22
Expenditures	
5001 Staff Expenses	
5001.01 Salary & Wages	
5001.011 Certified Librarians	12,708.25
5001.012 Clerical Staff	8,100.74
5001.013 Students	706.65
Total 5001.01 Salary & Wages	21,515.64
5001.02 Employee Benefits	
5001.021 Health Insurance	4,160.54
Total 5001.02 Employee Benefits	4,160.54
5001.03 Payroll Taxes	8,064.49
5001.04 Other Staff Expenses	
5001.037 Worker's Comp Insurance	129.60
5001.038 Payroll Administrative Fees	118.71
Total 5001.04 Other Staff Expenses	248.31
Total 5001 Staff Expenses	33,988.98
5002.00 Collection Expenses	

	TOTAL
5002.01 Print	
5002.011 Books	
5002.0111 Unfunded	4,837.34
5002.0114 Large Print Funded	262.38
Total 5002.011 Books	5,099.72
5002.012 Periodicals	
5002.0121 Unfunded	26.00
Total 5002.012 Periodicals	26.00
Total 5002.01 Print	5,125.72
5002.02 Electronic	
5002.021 Unfunded	2,201.60
Total 5002.02 Electronic	2,201.60
5002.03 Other	
5002.032 Museum Passes	
5002.0321 Unfunded	600.00
Total 5002.032 Museum Passes	600.00
5002.033 Games & Toys	165.93
Total 5002.03 Other	765.93
Total 5002.00 Collection Expenses	8,093.25
5004 Building & Equipment	
5004.01 B&E Repairs	450.00
5004.011 Paid from Local Public Funds	571.79
Total 5004.01 B&E Repairs	1,021.79
5004.030 Utilities	
5004.031 Electric	1,591.94
5004.033 Water	147.00
Total 5004.030 Utilities	1,738.94
5004.09 Other B&E Expenses	
5004.091 Security	660.93
5004.092 Trash	145.86
5004.093 Janitor	1,400.00
5004.095 Lawn	695.00
Total 5004.09 Other B&E Expenses	2,901.79
Total 5004 Building & Equipment	5,662.52
5005 Miscellaneous	
5005.01 Library Supplies	229.47
5005.02 Office Supplies	167.52
5005.03 Telecommunications	375.36
5005.04 Professional Fees	
5005.045 Expansion	
5005.0451 Other	2,013.20
5005.452 Skolnick	40,892.30
Total 5005.045 Expansion	42,905.50
Total 5005.04 Professional Fees	42,905.50
5005.05 Equipment/Technology	16.99
5005.06 Fundraising Expenses	
5005.063 Other Fundraising Expenses	
5005.0631 Bloomerang Fees	8.57

	TOTAL
5005.0632 Square Fees	3.00
Total 5005.063 Other Fundraising Expenses	11.57
Total 5005.06 Fundraising Expenses	11.57
5005.10 Program Expenses	
5005.101 Author & Presenter Fees	1,545.00
5005.102 Supplies & Refreshments	373.43
5005.103 Philips Concert Series	836.00
5005.104 Water	
5005.1041 Funded	148.35
Total 5005.104 Water	148.35
Total 5005.10 Program Expenses	2,902.78
5005.13 Bank Service Charges	
5005.137 Other	692.56
Total 5005.13 Bank Service Charges	692.56
5005.14 Advertising & Marketing	
5005.141 Website & Social Media	44.00
Total 5005.14 Advertising & Marketing	44.00
5005.16 Mid-Hudson Library System	1,954.25
5005.17 Dues & Subscriptions	100.00
Total 5005 Miscellaneous	49,400.00
Total Expenditures	\$97,144.75
NET OPERATING REVENUE	\$9,013.47
NET REVENUE	\$9,013.47

BUDGET VS. ACTUAL



Starr Library

Budget vs. Actuals

January - July, 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 %
Total 4001 Local Public Funds	465,072	464,800	272	100.00 %
4002 MHLS Cash Grants		2,000	(2,000)	
4002.01 Local Library Services Aid	2,110		2,110	
Total 4002 MHLS Cash Grants	2,110	2,000	110	105.00 %
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	
4005.0121 Summer Reading	2,500		2,500	
4005.0123 Games	500		500	
Total 4005.011 Friends of Starr Library	22,000	20,000	2,000	110.00 %
4005.013 Thomas B. Kelly	630		630	
4005.014 Roger Phillips Concert Series	12,520		12,520	
4005.015 Thompson Trust				
4005.0151 Feasibility Study	25,000		25,000	
Total 4005.015 Thompson Trust	25,000		25,000	
4005.0190 Other Restricted Grants		5,000	(5,000)	
Total 4005.01 Restricted Grants	60,150	25,000	35,150	241.00 %
4005.03 Unsolicited Donations	101,150	10,000	91,150	1,011.00 %
4005.05 Programs				
4005.052 Friends' Book & Art Sales	(0)		(0)	
4005.054 Program Book Sales	194		194	
4005.055 Coffee & Tea Services	27		27	
4005.056 Art Sales	79		79	
4005.060 Room Rentals	350		350	
4005.061 Copy & Fax Fees	1,266		1,266	
Total 4005.05 Programs	1,916		1,916	
4005.06 Library Charges		1,500	(1,500)	
4007.01 Fines (Other Libraries)	(5)		(5)	
4007.04 Lost Book Fees	883		883	
4007.06 Square Revenue	(251)		(251)	
Total 4005.06 Library Charges	626	1,500	(874)	42.00 %
4005.07 Annual Appeal	13,668	55,000	(41,332)	25.00 %
4008 Interest & Dividends		500	(500)	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4008.01 Operating Account	172		172	
Total 4008 Interest & Dividends	172	500	(328)	34.00 %
4500 Transfers In				
4500.02 Transfers from Endowment		58,000	(58,000)	
Total 4500 Transfers In		58,000	(58,000)	
Total Revenue	\$644,864	\$616,800	\$28,064	105.00 %
GROSS PROFIT	\$644,864	\$616,800	\$28,064	105.00 %
Expenditures				
5001 Staff Expenses		413,331	(413,331)	
5001.01 Salary & Wages				
5001.011 Certified Librarians	109,342		109,342	
5001.012 Clerical Staff	67,389		67,389	
5001.013 Students	4,421		4,421	
Total 5001.01 Salary & Wages	181,152		181,152	
5001.02 Employee Benefits				
5001.021 Health Insurance	29,544		29,544	
Total 5001.02 Employee Benefits	29,544		29,544	
5001.03 Payroll Taxes	36,586		36,586	
5001.0312 Social Security	5,155		5,155	
5001.0313 Medicare	1,206		1,206	
Total 5001.03 Payroll Taxes	42,947		42,947	
5001.04 Other Staff Expenses				
5001.032 Disability/Family Leave Insurance	1,454		1,454	
5001.037 Worker's Comp Insurance	906		906	
5001.038 Payroll Administrative Fees	1,141		1,141	
5001.041 Travel & Training	85		85	
Total 5001.04 Other Staff Expenses	3,586		3,586	
Total 5001 Staff Expenses	257,228	413,331	(156,103)	62.00 %
5002.00 Collection Expenses		50,000	(50,000)	
5002.01 Print				
5002.011 Books				
5002.0111 Unfunded	14,017		14,017	
5002.0112 Funded	10,000		10,000	
5002.0114 Large Print Funded	1,451		1,451	
5002.0116 Sponsored Author	17		17	
Total 5002.011 Books	25,484		25,484	
5002.012 Periodicals				
5002.0121 Unfunded	3,168		3,168	
5002.0122 Sponsored	145		145	
Total 5002.012 Periodicals	3,313		3,313	
Total 5002.01 Print	28,797		28,797	
5002.02 Electronic				
5002.021 Unfunded	7,342		7,342	
5002.022 Funded	5,000		5,000	
Total 5002.02 Electronic	12,342		12,342	
5002.03 Other				
5002.031 DVDs & CDs	377		377	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5002.032 Museum Passes				
5002.0321 Unfunded	600		600	
5002.0322 Funded	755		755	
Total 5002.032 Museum Passes	1,355		1,355	
5002.033 Games & Toys	166		166	
Total 5002.03 Other	1,898		1,898	
Total 5002.00 Collection Expenses	43,037	50,000	(6,963)	86.00 %
5003 Capital Expenditures from Operating Funds				
5003.01 Paid from Local Public Funds	2,925		2,925	
Total 5003 Capital Expenditures from Operating Funds	2,925		2,925	
5004 Building & Equipment		43,500	(43,500)	
5004.01 B&E Repairs	450		450	
5004.011 Paid from Local Public Funds	5,571		5,571	
5004.012 Paid from Other Sources	1,868		1,868	
Total 5004.01 B&E Repairs	7,889		7,889	
5004.030 Utilities		33,000	(33,000)	
5004.031 Electric	7,863		7,863	
5004.032 Propane	2,264		2,264	
5004.033 Water	441		441	
5004.034 Fuel	2,372		2,372	
Total 5004.030 Utilities	12,940	33,000	(20,060)	39.00 %
5004.04 Commercial Insurance	2,695	13,000	(10,305)	21.00 %
5004.041 Commercial Package Policy	2,057		2,057	
5004.042 Auto-Commercial Policy	113		113	
5004.043 Commercial Umbrella Policy	525		525	
Total 5004.04 Commercial Insurance	5,390	13,000	(7,610)	41.00 %
5004.09 Other B&E Expenses				
5004.091 Security	1,983		1,983	
5004.092 Trash	583		583	
5004.093 Janitor	9,800		9,800	
5004.094 Snow Removal	1,043		1,043	
5004.095 Lawn	2,040		2,040	
Total 5004.09 Other B&E Expenses	15,449		15,449	
Total 5004 Building & Equipment	41,668	89,500	(47,832)	47.00 %
5005 Miscellaneous				
5005.01 Library Supplies	1,891	5,500	(3,609)	34.00 %
5005.02 Office Supplies	1,031		1,031	
5005.03 Telecommunications	2,832		2,832	
5005.04 Professional Fees		8,000	(8,000)	
5005.043 Bookkeeping	12		12	
5005.045 Expansion				
5005.0451 Other	2,545		2,545	
5005.452 Skolnick	85,416		85,416	
Total 5005.045 Expansion	87,961		87,961	
Total 5005.04 Professional Fees	87,973	8,000	79,973	1,100.00 %
5005.05 Equipment/Technology	437	3,000	(2,563)	15.00 %
5005.06 Fundraising Expenses	334		334	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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		5,000	(5,000)	
5005.0631 Bloomerang Fees	2,431		2,431	
5005.0632 Square Fees	26		26	
5005.0633 Postage	68		68	
Total 5005.063 Other Fundraising Expenses	2,524	5,000	(2,476)	50.00 %
Total 5005.06 Fundraising Expenses	2,962	14,000	(11,038)	21.00 %
5005.08 Postage & Freight	209		209	
5005.10 Program Expenses		14,000	(14,000)	
5005.101 Author & Presenter Fees	6,265		6,265	
5005.102 Supplies & Refreshments	1,861		1,861	
5005.103 Philips Concert Series	3,407		3,407	
5005.104 Water				
5005.1041 Funded	715		715	
5005.1042 Unfunded	10		10	
Total 5005.104 Water	725		725	
Total 5005.10 Program Expenses	12,258	14,000	(1,742)	88.00 %
5005.13 Bank Service Charges		900	(900)	
5005.135 Interest Expense	34		34	
5005.137 Other	693		693	
Total 5005.13 Bank Service Charges	727	900	(173)	81.00 %
5005.14 Advertising & Marketing		1,500	(1,500)	
5005.141 Website & Social Media	1,349		1,349	
5005.147 Other	76		76	
Total 5005.14 Advertising & Marketing	1,425	1,500	(75)	95.00 %
5005.16 Mid-Hudson Library System	7,159	12,000	(4,841)	60.00 %
5005.17 Dues & Subscriptions	720		720	
5005.99 Director's Discretionary Fund	222		222	
Total 5005 Miscellaneous	119,846	58,900	60,946	203.00 %
9999 Ask My Accountant	(188)		(188)	
Total Expenditures	\$464,516	\$611,731	\$ (147,215)	76.00 %
NET OPERATING REVENUE	\$180,348	\$5,069	\$175,279	3,558.00 %
NET REVENUE	\$180,348	\$5,069	\$175,279	3,558.00 %

DIRECTOR'S REPORT

Aug 29, 2024

PROGRAMS

Attendance	Mar	Apr	May	June	July
Adult & multi-age ongoing programs/series/clubs	299	310	331	278	314
Special events	277	1227	373	530	1257
Children's/YA programs	211	248	222	190	769
Outside groups - reserved rooms	74	176	64	351	21
Virtual programs	20	24	0	0	0
Total attendance*	876	1961	985	1349	1850

*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 campers, Friends book sale attendance, voting, Eco Fest, Housing Series.

Highlights from July and August:

- Hudson Valley Chamber Musicians, Cookbook Club, Nerds at Nite, Rhinebeck@Home Series, Cookbook Book Club, West African Drumming, Traveling Lantern Theatre Co, East River Blues Band, Tour of FDR Library, Brian Robinson's World of Animals, Michelle Hinchey & Sarahana Shrestha (re: Central Hudson), DIY Printing Workshop, Llama Llama Party, Brazilian Jazz with Benji & Rita, Gentrification Conversation
- **Outside Groups & Partnerships:** Rhinebeck Democrats Club, Red Hook Responds, Howl Playwrights, Rhinebeck's Movies Under the Starrs, Anderson Center, Culture Connect, La Leche League, Megabrain Comics, Rhinebeck at Home, Rhinebeck Historical Society, Starr Stitchers, Rhinebeck Soccer Club
- **Ongoing:** Storytime, Music & Movement, Connect & Play, All Abilities Hour, Knitting, Chair Yoga, Family Yoga, Lego Hour, Mahjong, Scrabble, Brain Games, Sound Meditation, Qigong, Teen Tech, Starr Stitchers

Upcoming Programs to Promote:

- Art Reception with Anderson Center - Sep. 6, 4pm
- What is Color? - Sep. 21, 11am

- Roger Phillips Concert Series presents Bard Chamber Trio - Sep. 21, 4:30

BUILDING & GROUNDS

- Need volunteers Sep 7-9 to move kids books
- More fallen trees
- Getting window cleaning estimates
- Painted curb & installed Pride LFL (will schedule ribbon cutting for banned books week)
- Switched landscaper
- Clock repaired

PATRON SERVICES

- New book cases made from leftover pieces (thank you, David!)
- Power strip at table height (great suggestion, Julie Zito!)
- Welcome packet for new residents is in the works (great suggestion, Eve!)
- Banned books week of Sept 23 & library card sign up month in September
- Annual weeding project will be finished before we move shelves (kudos to Brooke!)
- Story time room refresh in the works (thank you, Erin!) - Swing Space

FUNDING

- Awarded MHLS Minigrant - \$1,000 for Spanish-language children's books & outreach
- Received \$5,000 Arts MidHudson grant for Roger Phillips Concert Series
- Applied for \$5,000 Arts MidHudson grant for author educational workshop series (kudos to Michelle!)

MEETINGS

- Expansion Meetings with Skolnick
- Communitywide Climate Action Planning
- RCSD & PTSO partnership (also will attend school open houses, PTSO picnic, ENL night, and school board meeting)
- Staff meeting & evaluations upcoming
- Youth mental health first aid - Michelle met with RCSD rep

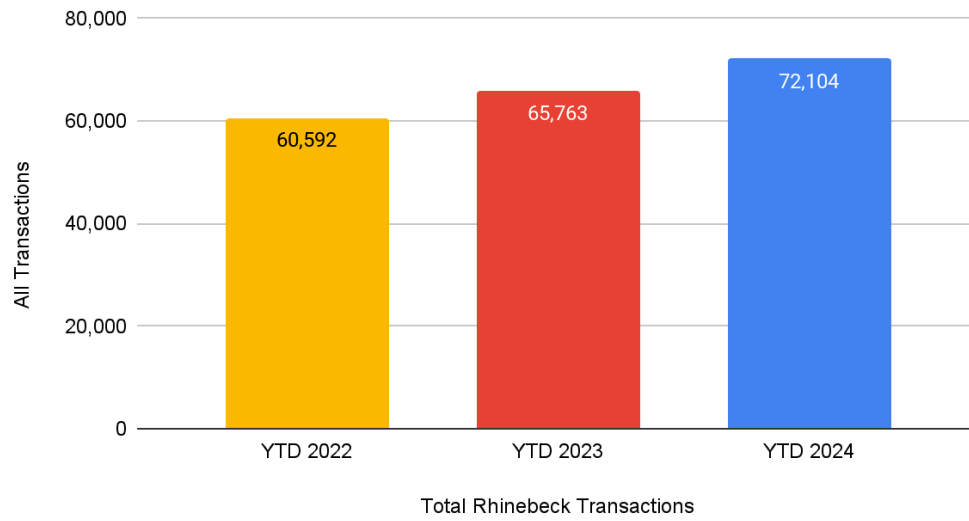
TRUSTEE PROGRAMS

Reminder that 2 hours of training is required yearly for each trustee. Trainings are available at: <https://my.nicheacademy.com/midhudson-trustees> . Ask Jaclyn if you have questions about accessing the online trainings.

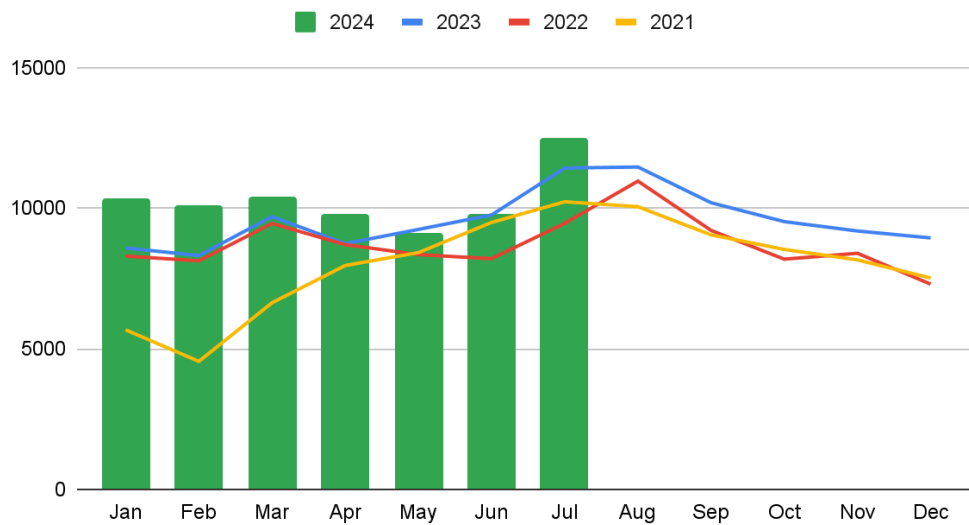
You can access the full Trustee Handbook Book Club series resources online at <https://midhudson.org/trusteebookclub/>

STATISTICS

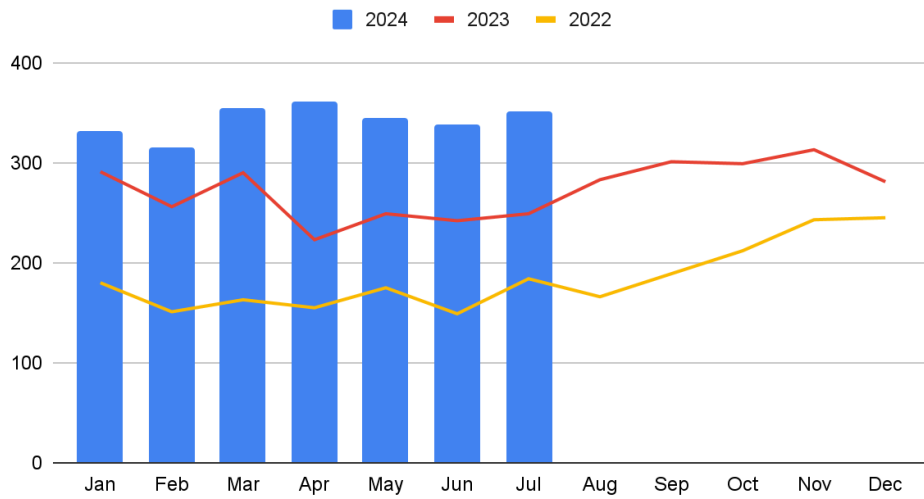
Total Circulation Transactions (Physical) YTD



Total Monthly Circulation Transactions

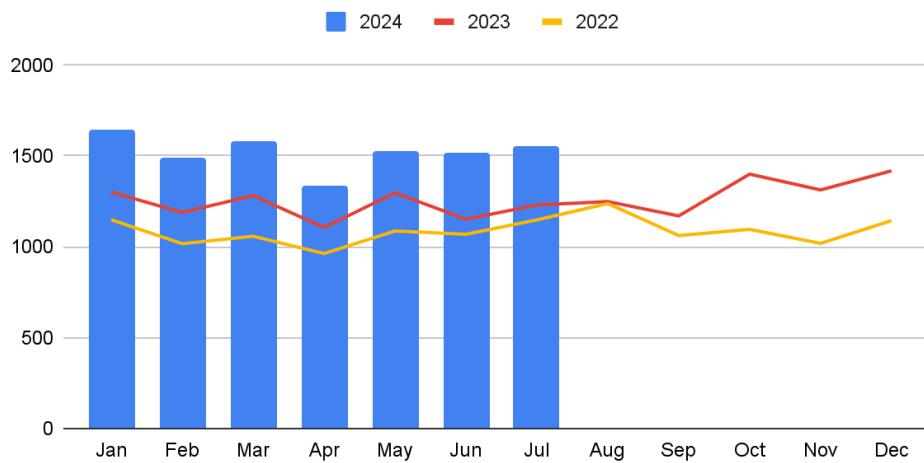


Hoopla - Total Borrows



Overdrive Total Borrows

eBooks + eAudio + eMagazines



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 August 15th, 2024 Meeting

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

- Discussed Zoom meeting with Expansion Committee and Skolnick team, where they showed us a presentation of their latest ideas for plans/designs for the new building. Please see below for all comments from Expansion Committee regarding that Skolnick Zoom.

Some of the highlights:

- Options for site plan, including parking configurations and outdoor “amphitheater” seating
- Options for layout of floor plans, including square footage allocation and the addition of a third level in a new building to replace the 1975 one
- Examples of other existing buildings with combinations of materials, including brick, wood and glass
- Committee agreed to go through presentation and select individual choices for exterior building materials that would integrate the 2005 addition, which in Skolnick’s plans would remain as is.
- Awaiting feedback from town/village officials regarding parking options

Comments from Expansion on Skolnick preliminary designs:

The Committee came to a consensus and agreed on the following discussion items:

- Option 2 for the Amphitheater in front of building (closer to Traver lane)

- Keeping children's area on upper level and teen space on main level
- Additional cafe space and terrace access to replace one small meeting room on the upper level

Other Questions/Concerns from Expansion Committee:

Lower Level

Back entrance:

Does Skolnick have suggestions or ideas from similar projects at other libraries regarding staffing needs for Starr's proposed lower level back entrance nearest most of the parking spots?

Should Starr solve this issue by use of:

- "Greeter" (staff or otherwise) sitting near entrance
- Unstaffed entrance, but with good signage/ graphics directing visitors
- Security cameras
- doors open during specific hours

Main Level

- Possibility of a hallway to provide access to corner terrace?

Upper Level

- Incorporating space for strollers in or near children's area

Parking

- Clarification on drop off loop- is it one way or are there lanes in both directions?
- Suggestion to add additional parking spots (8-10?) parallel with Traver Lane before the start of proposed new open space in front of the building. Justification to town officials that Starr property would actually be gaining green space in front of the building
- Ask Rhinebeck Community/residents at large to weigh in and attend town planning meetings if they agree to new design/additional parking to persuade town officials
- Would it be possible for Skolnick to show a site plan with these additional parking spots if outside Starr property line? Not sure if this is included your scope of work.

Roof/exterior of building areas

- Where will the HVAC utilities be located?
- Will the existing roof units be removed?

Exterior of 2005 and new buildings

- Expansion Committee not opposed to possibly changing the look or modifying the 2005 facade and brickwork by painting/washing existing bricks and/or changing trim so we can update its look rather than trying to work with the existing materials as is

- Not tied to exact brick or grout color/texture on existing 2005 building if changes provide more flexibility in design and integration of new building. Open to any materials compatible with brick for new building; wood (or similar looking engineered materials), glass, etc.
- Laura Charles on Expansion Committee expressed interest in finding some additional images for the look and feel of exteriors- would this be ok?
- I think we need a bit more clarification on the definition of "green" that Skolnick is referring to when they talk about a green roof? Is it the planted part on library access levels/terraces or does it refer to something about the materials on the top-most level?
- How would this affect budget if there are several options?
- Expansion Committee member Craig Oleszewski touched on some definitions at our meeting- Starr would need further clarification:
 - Intrinsic/woody plants with roots
 - Extrinsic/succulents without roots
 - Green Building Council - issue of recyclability of materials
 - LEED certified
- Does Skolnick have images from Rye Library project to share solutions for roof treatment in that project?
- What considerations are in place for storm-proofing and/or how does Skolnick tend to build in resiliency and sturdiness of building for storms?

Miscellaneous

- Perhaps add a crosswalk at Rhinecliff Road to help slow traffic and students to cross if school buses will stop there, Other suggestions for slowing traffic to discuss with village/town/county/state:
 - Speed bumps
 - Flashing yellow or red stoplights

Laura S. options for building materials Homework from latest presentation:

p.16- 1 (glass on upper level)

p. 17- 5 (glass next to brick)

p. 18- 2 (brick texture with windows)

p. 19- 3 (changing color of brick)

p. 20- 1 & 2 (combo of wood and glass)

p. 21- 1 (wood & glass)

p. 22- none

p. 23- 4 (glass façade)

Andrew's options:

These Work

p. 17-4 & 5

p. 18- 2 & 5

These Don't

16-1, -2, 3, -5.

17-1, -2, -3

18-1, -3, -4,

19-all – would like to see better examples of mixed materials.

20-all

21-all

22-all

23-all

Not Sure

16-4

Shows how we can/should consider mixing materials?

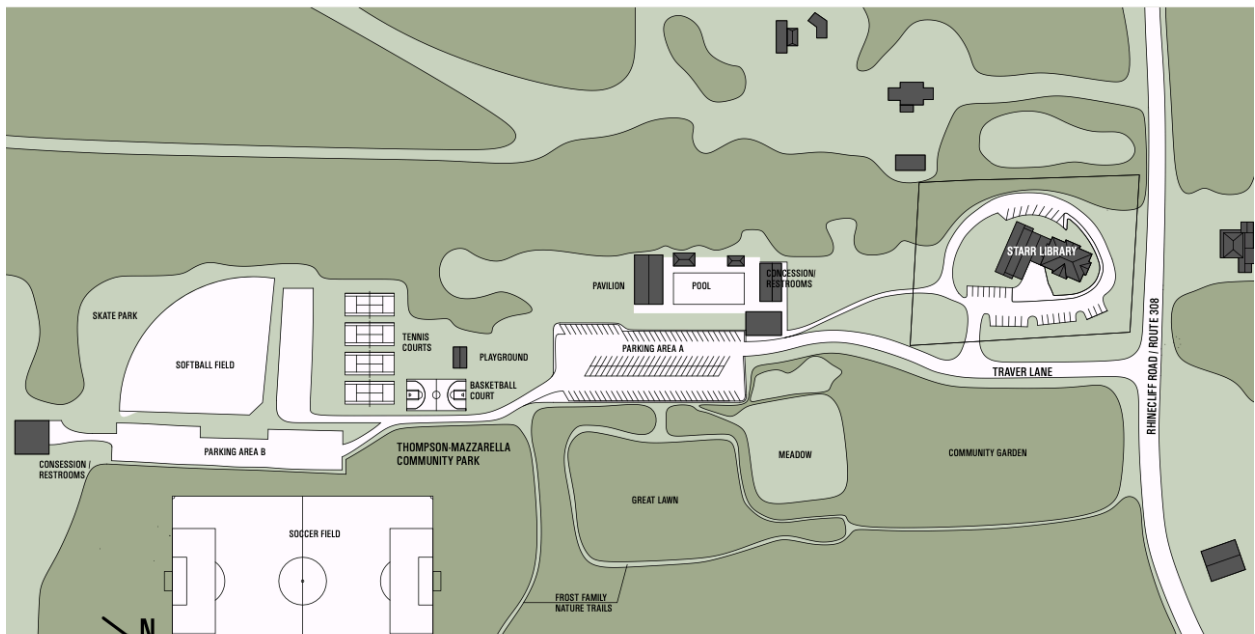
PR COMMITTEE MEETING MINUTES

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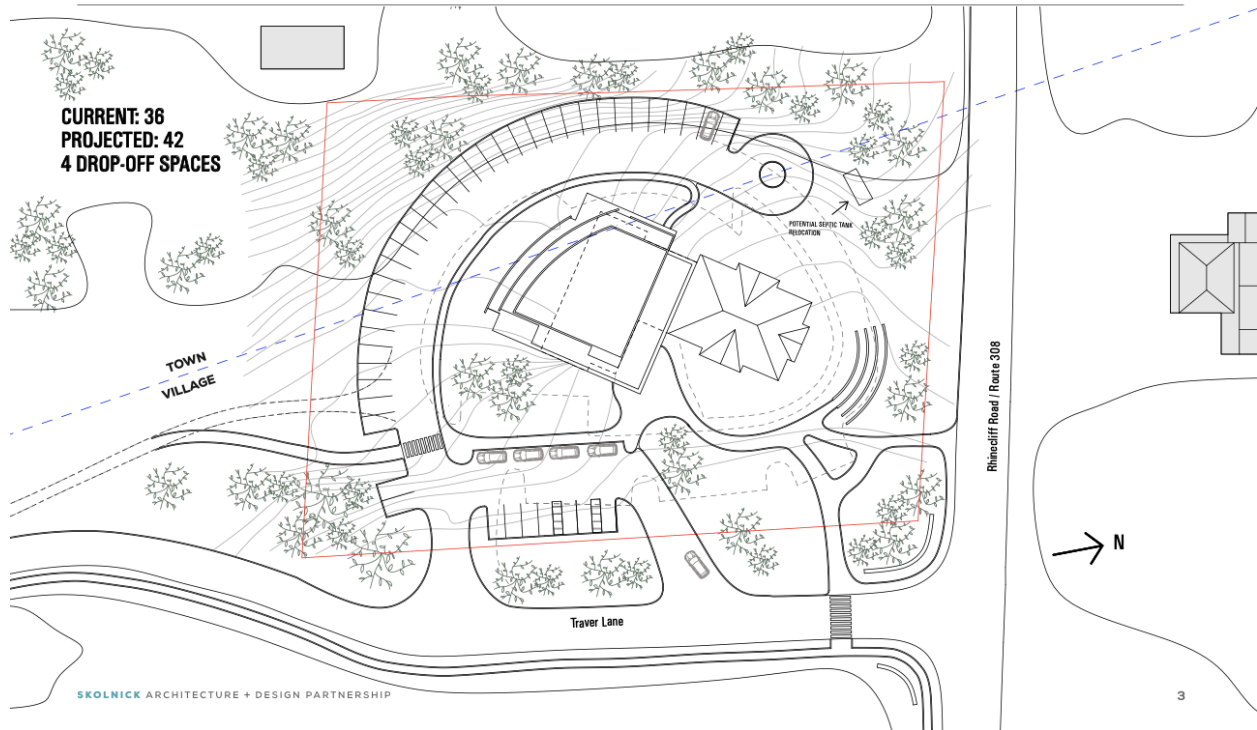
ATTACHMENTS



EXISTING SITE PLAN



SITE - OPTION 1



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SITE - OPTION 1



SKOLNICK ARCHITECTURE + DESIGN PARTNERSHIP

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SITE - OPTION 1



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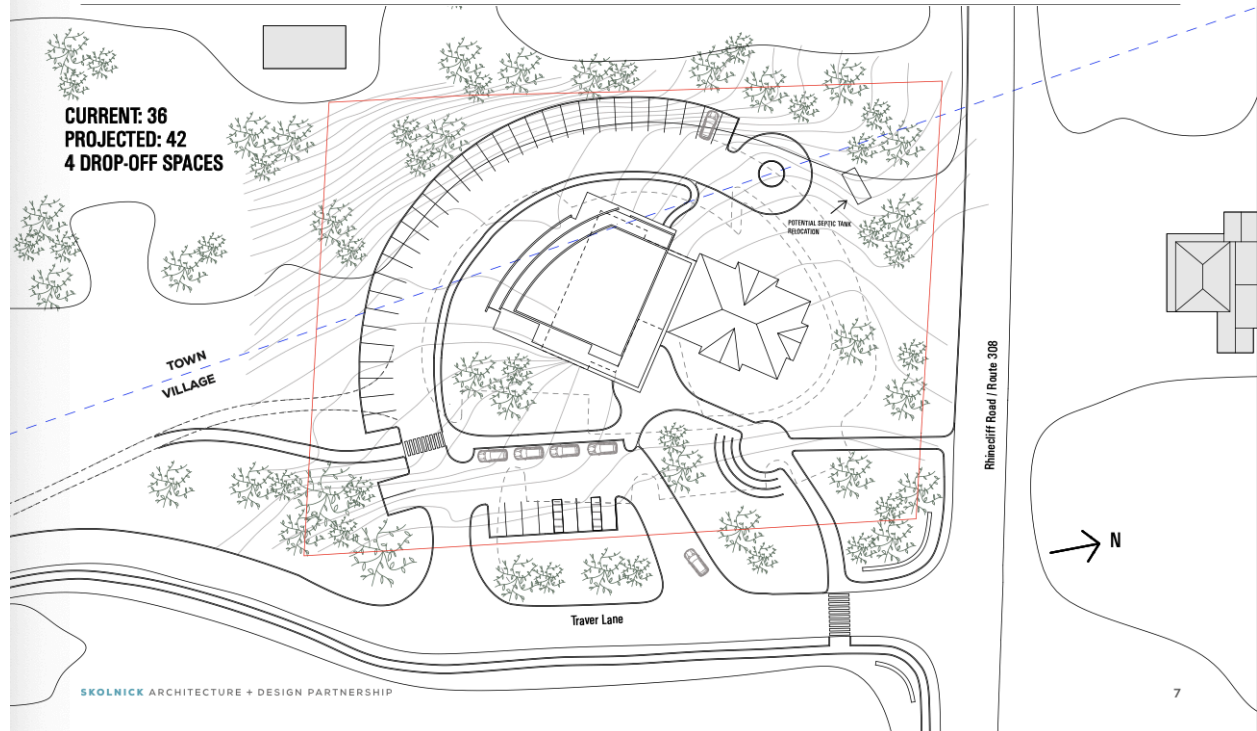
SITE - OPTION 1



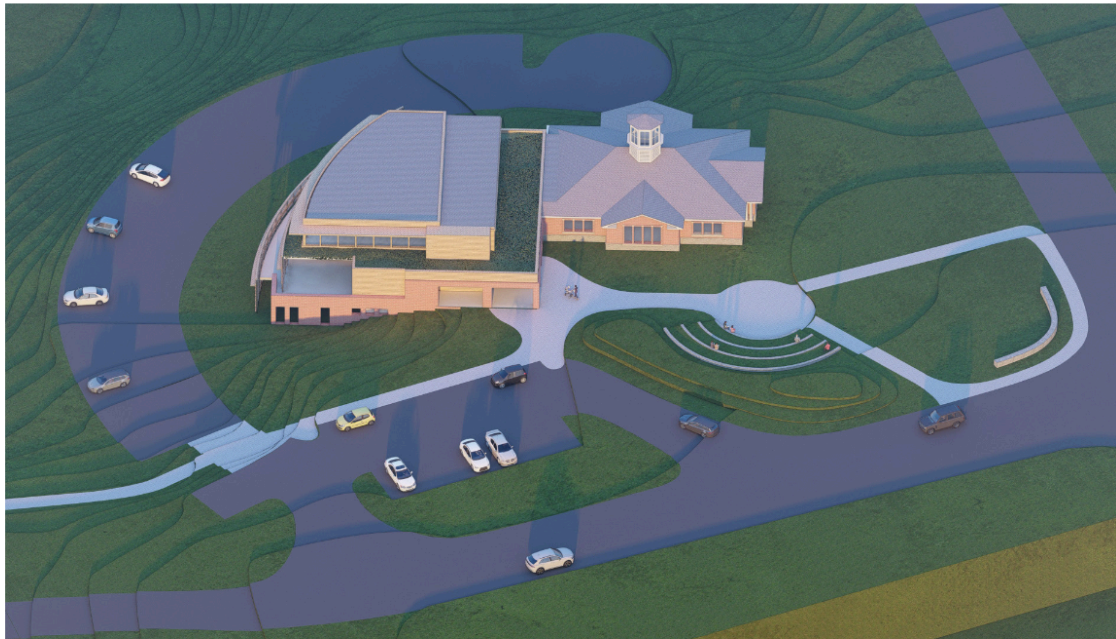
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SITE - OPTION 2



SITE - OPTION 2



SITE - OPTION 2



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SITE - OPTION 2



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PROGRAM

Starr Library - Rhinebeck, NY Architectural Programming Space Summary				
Prepared by SKOLNICK Architecture + Design Created 7/22/2024 - rev2 7/23/2024				
Description	Quantity	SF (net)	Total SF (net)	Notes
Exterior			7,800	
Parking	40	180	7,200	Typical parking space: 9'x20' or 180SF - need to determine final count
Outdoor Classroom	1	600	600	On the exterior (with small portable stage) or potentially on an upper terrace
Outdoor Gathering Spots	TBD	TBD	TBD	
Public Spaces			11,230	
Lobby	1	600	600	Could double as a gallery/display space
Circulation Desk Area	1	400	400	
Storage Closet at Circulation	1	100	100	for equipment, etc.
First Aid	1	0	0	Can be a storage cabinet at Circulation
Book Hold Area	1	20	20	Area accessible to patrons to pick up reserved materials; able to monitor from Circulation Desk
Coffee Bar/Storage	1	120	120	Vending machine; 2-3 small café tables if possible, connect to outdoor terrace as possible
Adult Reading Room (2005 building)	1	3,000	3,000	Total net SF of existing 2005 building interior
Book Sale Shelves	1	50	50	A shelf area reserved for "book sale" books; accessible to patrons
Computer Lab	1	400	400	
IT Office/Workroom/Storage	1	120	120	Locate adjacent to Computer Lab
Teen Reading Area	1	600	600	
Teen Activity /Meeting Room	1	300	300	Sound separation/closed room; storage closet(s); must have sink(s)
Children's Library Area	1	1,500	1,500	same as existing SF
Children's Librarian Desk/Circulation	1	120	120	within Children's Library Area
Children's Activity Room	1	600	600	Sound separation/closed room; storage closet(s); must have sink(s)
Rhinebeck Historical Society (RHS) Workroom	1	750	750	
Rhinebeck Historical Society (RHS) Archive	1	500	500	Climate controlled, no windows
RHS Storage Closet	2	50	100	
Non-gender ADA Restrooms	6	300	1,800	
Custodian	3	50	150	
Elevator	1	60	60	60 SF interior cab
Elevator Machine Room	1	50	50	adjacent to elevator - lower level

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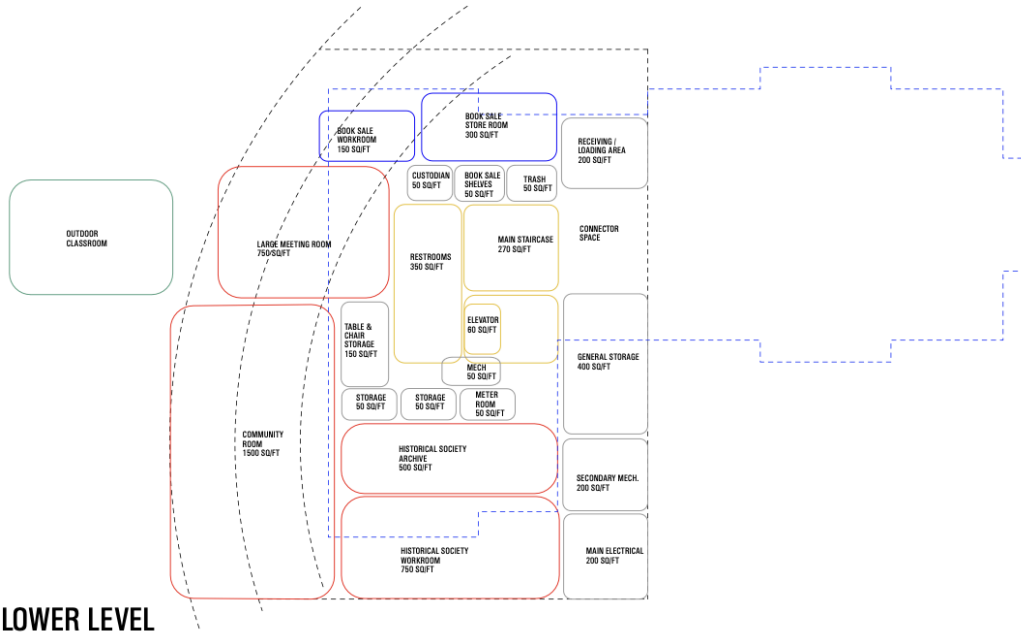
PROGRAM

Meeting Rooms			7,340	
Community Room	1	1,500	1,500	Accessible from Exterior - Lower Level; presentation system capabilities; small stage;
Table and Chair Storage	1	150	150	150 person capacity
Large Meeting Room	1	750	750	Accessible from Exterior - Lower Level; presentation system capabilities; divisible
Table and Chair Storage	1	150	150	with acoustical wall panels
Medium Meeting Room 1	1	300	300	
Medium Meeting Room 2	1	300	300	
Small Meeting Room 1	1	200	200	
Small Meeting Room 2	1	200	200	
Co-Working/Phone Room	4	100	400	Assignable rooms for co-working, private phone calls; desk space for 2
Administrative / Back of House			2,270	
Office - Executive Director	1	150	150	
Open Office Work Area	1	500	500	Adjacent to Circulation Desk; glass wall between Work Area and Circulation Desk for separation
Staff Work Room	1	100	100	
Book Processing Area	1	100	100	Adjacent to Staff Work Room; storage cabinets for paper, labels, mylar, paper
Records Storage	1	20	20	4 vertical file cabinets (3 letter-size; 1 legal); Can be in Open Office Work Area
Staff Breakroom/Kitchen/Lounge	1	200	200	
Staff Lockers	1	50	50	In Staff Breakroom
Office Supply Storage/Copiers	1	100	100	Adjacent to Open Office
Book Sale Workroom	1	150	150	
Book Sale Store Room	1	300	300	Same as existing room
Receiving/Loading Area	1	200	200	Lower Level - direct access to Book Sale Storage
Trash/Recycling Room	1	50	50	Lower Level - adjacent to Receiving Area; pick up area for rolling trash bins
General Storage	1	350	350	Storage for paper goods, craft materials, misc.
Building Support			1,000	
Main Mechanical Room	1	500	500	Roof? - TBD by MEP Survey
Secondary Mechanical Room	1	200	200	Lower Level - TBD by MEP survey
Main Electrical Room	1	200	200	Lower Level - TBD by MEP survey
Meter Room	1	50	50	Lower Level - TBD by MEP survey
Telecommunications/IT/Security Room	1	50	50	Security system (maybe wireless) linked to Circulation to monitor various areas of building
Subtotal - Net Interior SF			21,840	
Circulation and Wall Thickness			5,460	add 25% of Net Interior SF
TOTAL GROSS SF			27,300	

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BUBBLE DIAGRAMS

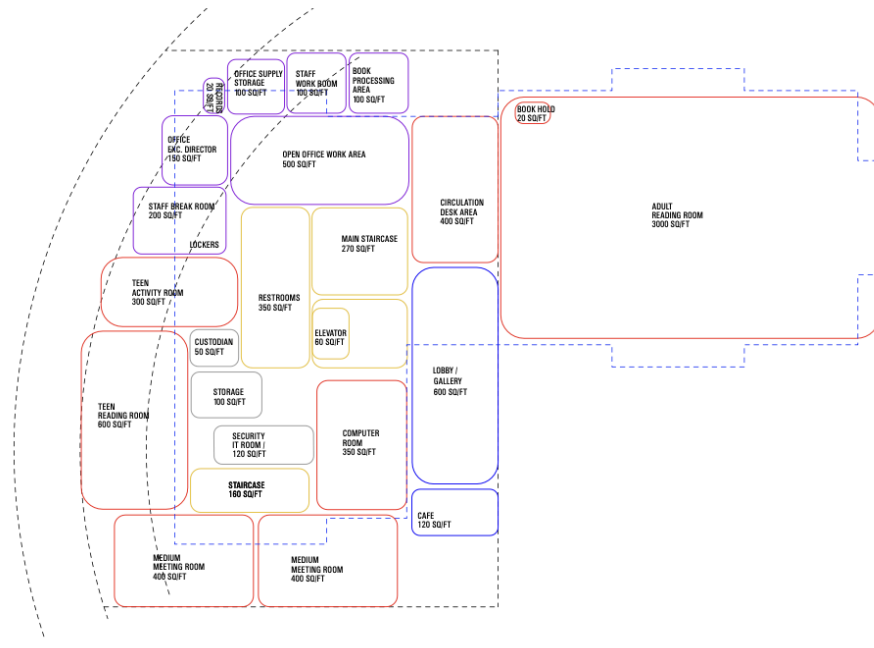


LOWER LEVEL

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BUBBLE DIAGRAMS

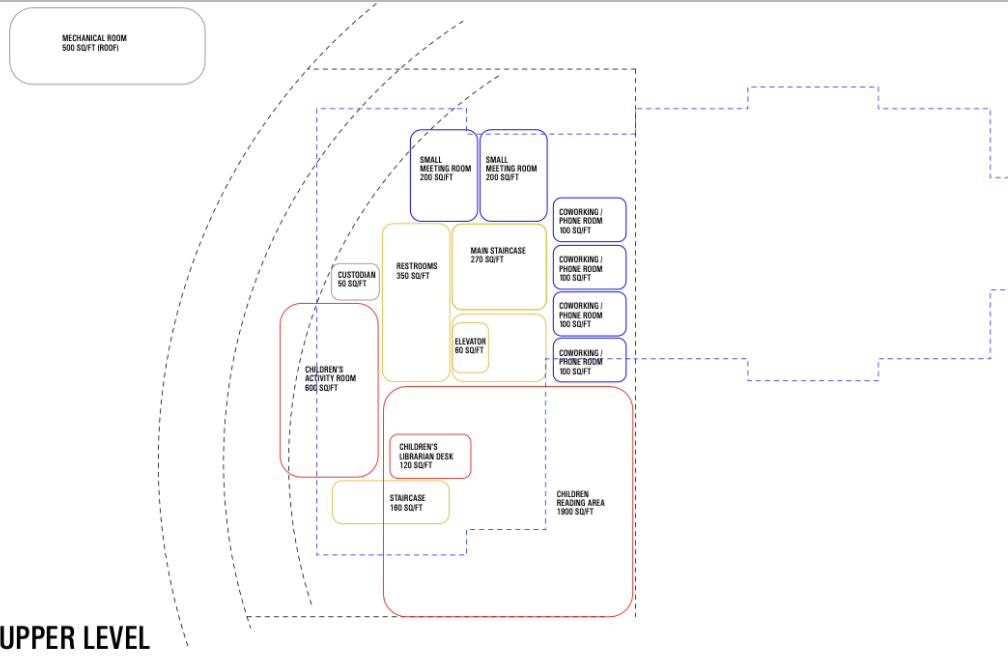


MAIN LEVEL

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BUBBLE DIAGRAMS



UPPER LEVEL

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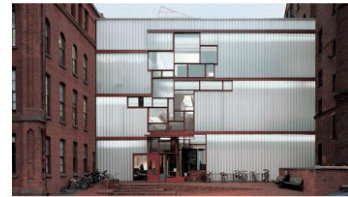
EXISTING BUILDINGS WITH ADDITIONS



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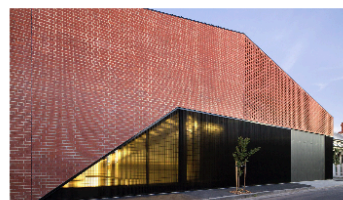
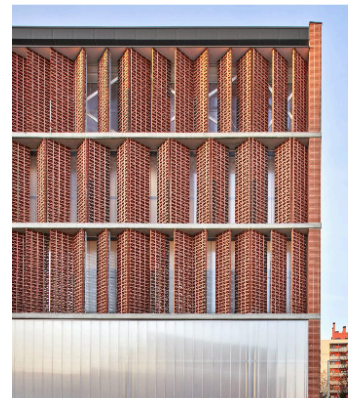
EXISTING BUILDINGS WITH ADDITIONS



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BRICK FACADES



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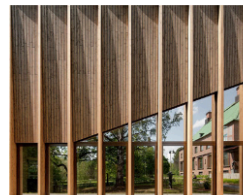
BRICK FACADES



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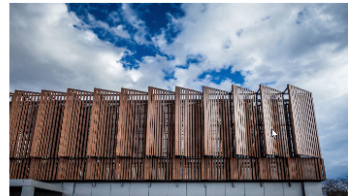
WOOD FACADES



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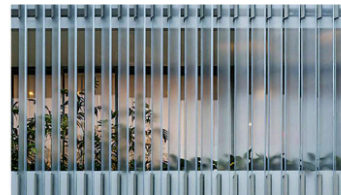
WOOD FACADES



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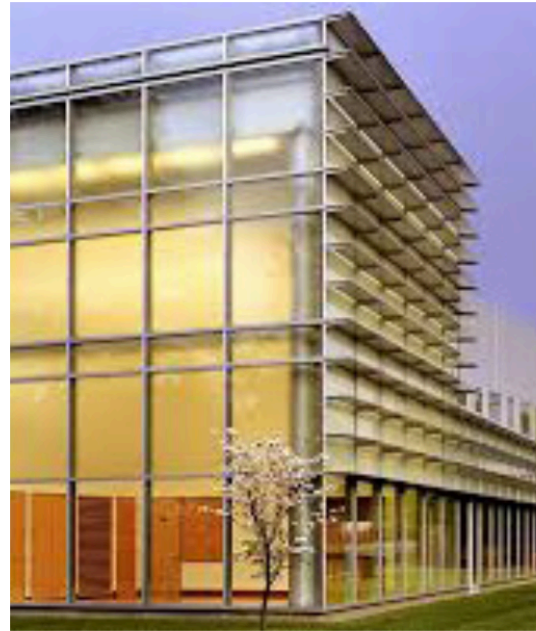
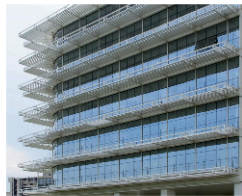
BRISE SOLEIL – GLASS FACADES



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BRISE SOLEIL – GLASS FACADES



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OUTDOOR SPACES - AMPHITHEATER



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SCHEMATIC PLANS



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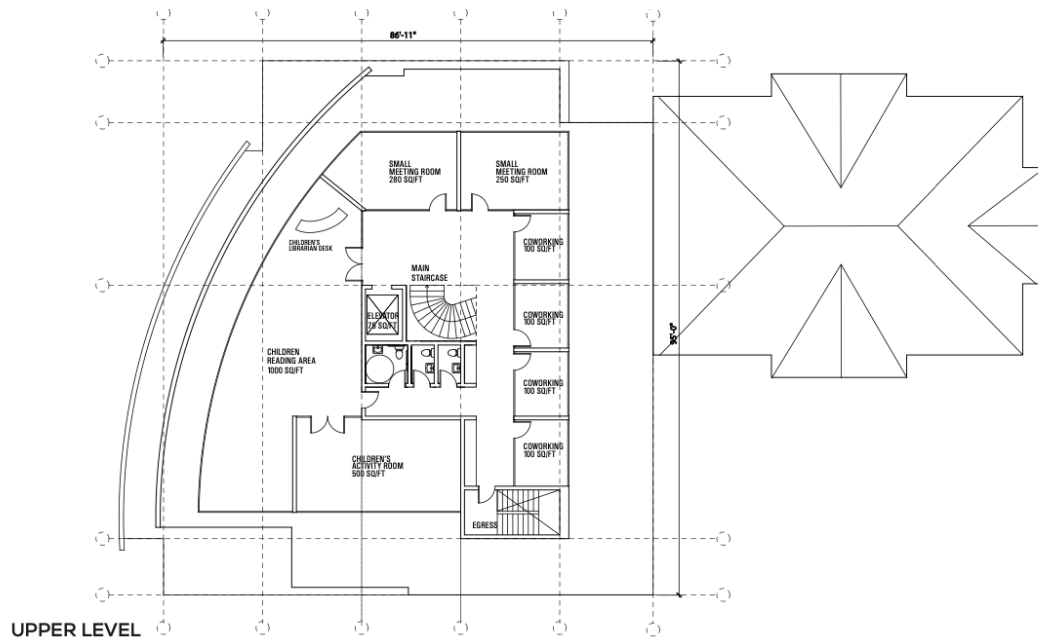
SCHEMATIC PLANS



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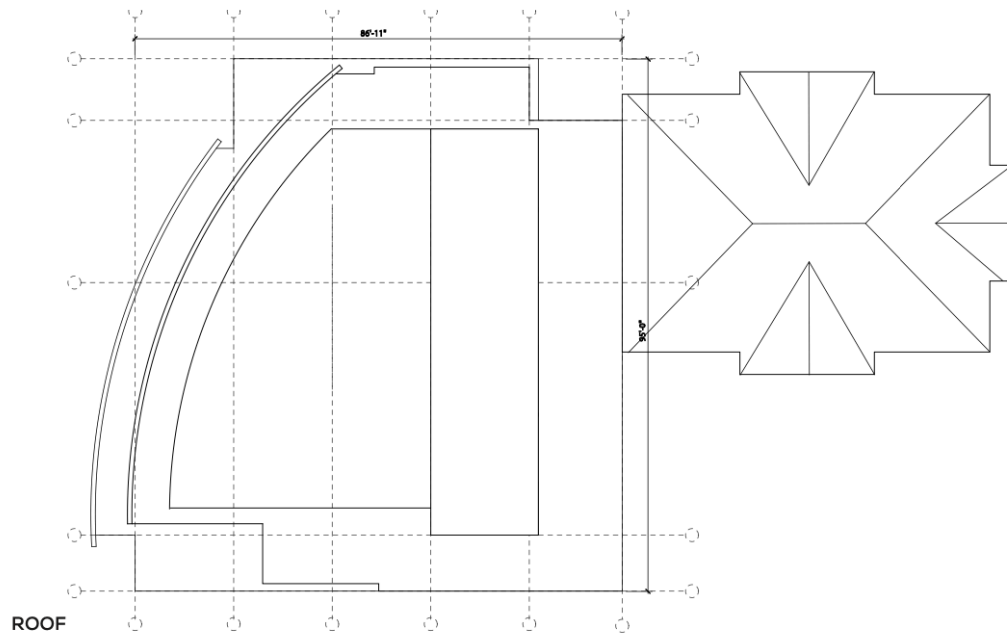
SCHEMATIC PLANS



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SCHEMATIC PLANS



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CONCEPT IMAGES



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CONCEPT IMAGES



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CONCEPT IMAGES



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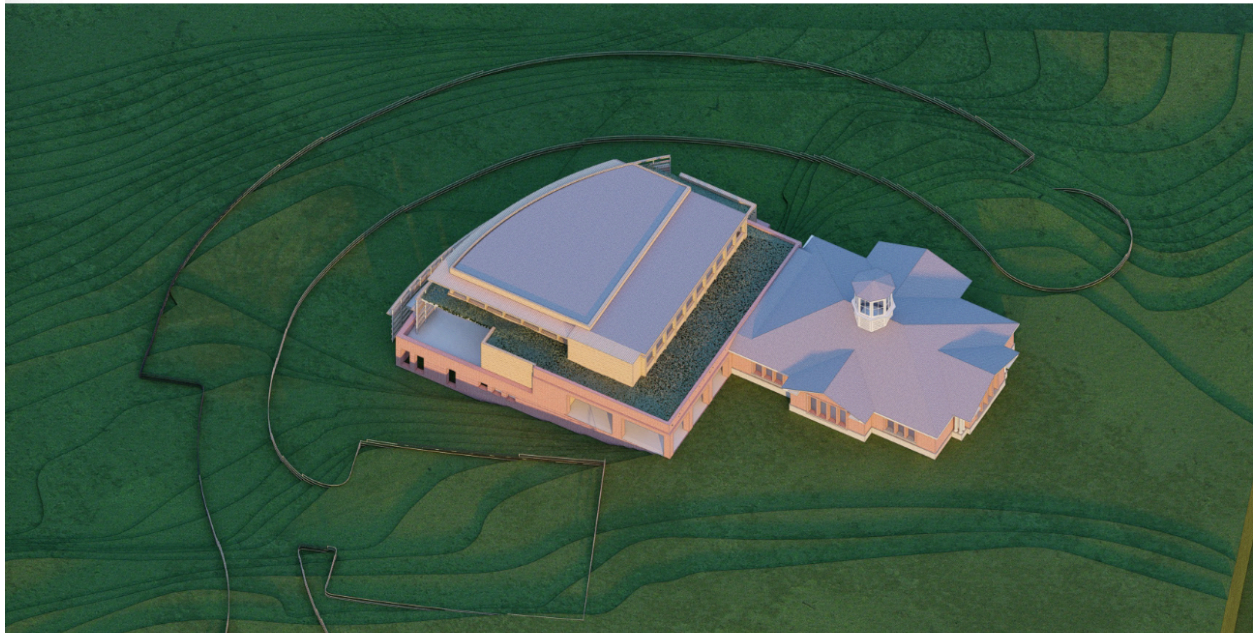
CONCEPT IMAGES



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CONCEPT IMAGES



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