

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 Selicaro, 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 at the end of July. 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. 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 Selicaro 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.