

December 2024 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday December 19, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from November 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. Unattended child policy - second reading
 - B. Vulnerable adult policy - first reading
 - C. Committee assignments
 - D. Proposed calendar for trustee meetings in 2025
14. Public Comment Period
15. Adjournment

Next Meeting: November 21, 5:30 PM

PRIOR MEETING MINUTES FOR APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

November 19th 2024 Meeting Minutes

- The meeting was called to order at 5:36 pm. Present: David Lavallee, Craig Oleszewski, Erin Humbaugh, Jay Burgess, Andrew Schulkind, Jaclyn Savolainen, Eve Wood, Steven Frost, Laura Charles, Laura Selearo, three (3) members of the public. Valerie Jacobs was absent. Agenda was reviewed and accepted. No public comments were offered.
- Secretary's Report: Minutes from October meeting were approved, Craig moved to accept, Erin seconded and all voted in favor.
- Treasurer's Report: Andrew gave the report, noted small but expected fluctuation in the endowment balance \$1.654M, down slightly from previous month. Year-end tax reports are being prepared.
- Friends' Report: \$6,225 raised in the book sale. That's \$20,450 raised from book sales for the year. This year, the Friends have donated: \$10,000 for annual book donations, \$2500 for computer replacements, \$1000 for water cooler replenishment, \$1,000 for museum passes, \$10,000 for electronic resources, \$2500 for Summer Reading Program and \$500 for recreation game replacement.
- Jaclyn gave the Director's Report: Successful programs and events were held this month. Starr was awarded \$5,000 from Arts Mid-Hudson for writing workshops and \$2,500 from the Frost Foundation for Lego Robotics. Circulation is up significantly over last year. Annual Appeal letter has just gone out and has raised \$8,500 in the first six days.
- Claims and Warrants: Craig made the motion to accept the Claims and Warrants as presented by the Treasurer, Erin seconded and all present voted in favor.
- Nominating Committee: New officers will be needed when David leaves the Board at the end of his term, Valerie plans to continue as Secretary and Andrew will continue as Treasurer. As Vice President, Eve Wood will be acting as interim President until the Trustees can vote on succession. Al Ragucci will be filling the position of Vice President once he is named to the board and the officers are named by the new President.
- PR Committee did not have a formal meeting but did get together on the appeal letter.
- Finance Committee met on the 19th to go over the budget draft that will be presented as new business.
- B&G did not meet this cycle, but a handicap parking sign was broken and then repaired without need for committee input. Neighbor George Baker has offered to remove the failing deer fence around the yew tree. Jay recommended a spray for deterring the deer.
- Fundraising met on November 13th: researching capital campaign consultants. Holding off on the benefit until we have a better picture on what we need.

- Expansion Committee: Met to discuss cost estimates. Call pending in December to discuss cost issues.
- New Business
 - A. By-law change in number of trustees from 9 to 10. Eve moved to accept the motion to change the by-laws setting the number of trustees at 10, Andrew seconded. All voted in favor.
 - B. Trustee Candidate Interviews. Andrew introduced the slate of candidates. Jim Ruderman introduced himself and spoke of his interest in joining the board. Al Ragucci introduced himself and spoke of his prior experience as Board President at Starr and his continued involvement. Andrew presented on Mimi's behalf as she was unable to attend. Andrew made a motion to accept Jim Ruderman as a trustee, David seconded. All voted in favor. Andrew made a motion to accept Al Ragucci as trustee, Laura Charles seconded. Andrew made a motion to accept Mimi Joh-Carnella as a trustee, Erin seconded and all voted in favor.
 - C. Change name of Executive Committee to Governance Committee. Laura Charles seconded and all voted in favor.
 - D. Jaclyn presented the calendar for 2025, recognizing the same number of holidays as in previous years, but Easter Sunday is noted, since the Library has just recently resumed the practice of being open on Sundays. Additionally, Veteran's Day and Indigenous People's Day are being tacked onto the Friday after Thanksgiving and making half-days on Christmas Eve and New Year's Eve. Laura Charles made the motion to accept the calendar, Andrew seconded and all voted in favor.
 - E. Budget Presentation: Some added expenses are projected for payroll due to an error in last year's budget that undercounted hours of some PT employees, savings are projected in Professional Fees, insurance, mid-hudson fee recalibration. Starr is recognizing the increasing contribution made by the Friends. Fundraising expenses and income and income and expenditures from grants are not reflected in this budget projection. Craig moved to adopt the budget. Erin seconded. All voted in favor.
- Public Comment Period: There were no comments.
- Adjournment: Erin moved to adjourn, Craig seconded, All voted in favor

Meeting adjourned at 6:57 pm

TREASURER'S REPORT

INCOME VS. EXPENSES

BUDGET VS. ACTUAL

DIRECTOR'S REPORT

December 19, 2024

PROGRAMS

Attendance	July	Aug	Sep	Oct	Nov
Adult & multi-age ongoing programs/series/clubs	314	247	418	303	305
Special events	746	422	422	627	792
Children's/YA programs	294	218	174	210	157
Outside groups - reserved rooms	35	115	53	67	584
Virtual programs	0	0	0	0	17
Campers	511	177	0	0	0
Total attendance*	1728	1205	1100	1223	1348

*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.

Highlights from Nov & Dec:

- **Special Events in Nov:** AARP Smart Driving Course, Election Day, Navigating Medicare, Seventh Sense Death Care
- **Special Events in Dec:** Mira the Therapy Dog, Wreath Sale, 2 craft events cancelled (due to low registration), Good Cause Eviction Public Information Session, Cookbook Club, Belle da Costa Greene Historic Talk, What is a Death Cafe?
- **In ONE day (12/10):** Local History Hours, Story Time, All Abilities Story Hour, Legos, Mystery Book Club, Cookbook Club, Historical Talk, Book Club Party
- **Outside Groups & Partnerships:** AARP, Anderson Center, Culture Connect, La Leche League, Megabrain Comics, Rhinebeck at Home, Rhinebeck Democrats, Rhinebeck Garden Club, Rhinebeck Historical Society, Starr Stitchers, Staatsburgh State Historic Site
- **Ongoing:** Lego Hour, Mahjong, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Teen Tech, Starr Stitchers, Story Time, Music & Movement, Memoir Writing, Fiction Writing, All Abilities Story & Crafting, Mystery Book Club, Starr Book Club

PATRON SERVICES

- Displays for “last chance books” before weeding
- Sinterklaas dioramas, Ruby Silvious exhibit

FUNDING/FUNDRAISING

- Annual appeal going very well. Update numbers

OUTREACH

- Flying for Good Cause Eviction event *where?*

OTHER

- Dutchess County Library Association Meeting
- We have been reconciling 2023 Financial Statements with our accountant.
- Concert Committee bank account established

BUILDING

- Have quote from local elevator service company to reduce cost substantially. Getting info from Schindler about our contract
- Replaced broken handicapped parking post.
- Going to fill in divots in grassy outcroppings adjacent to parking spots (prone to ice).
- Broken door handles replaced.

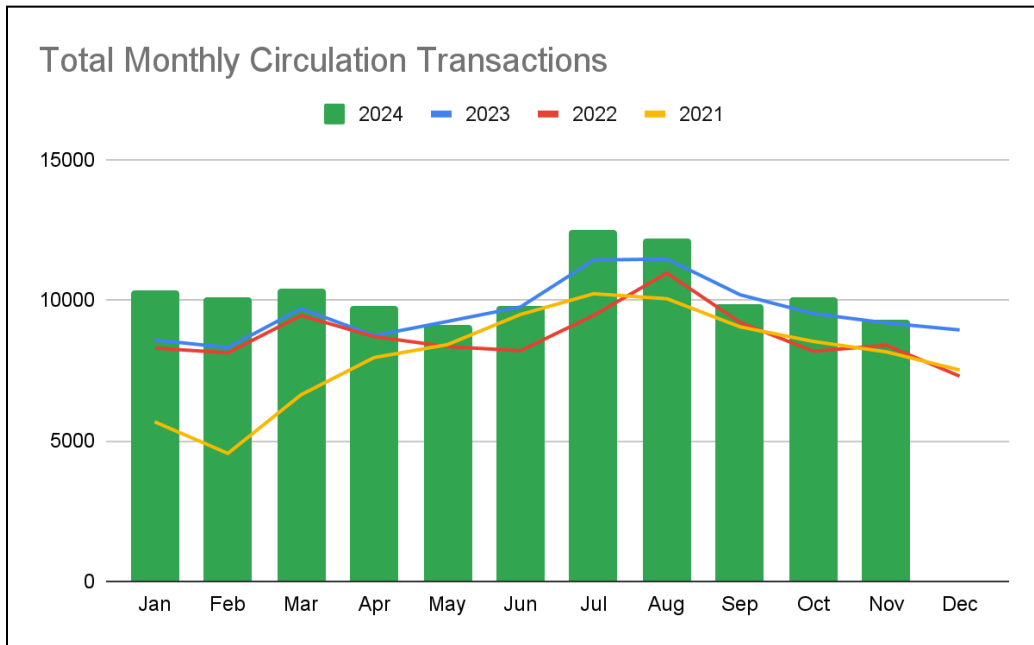
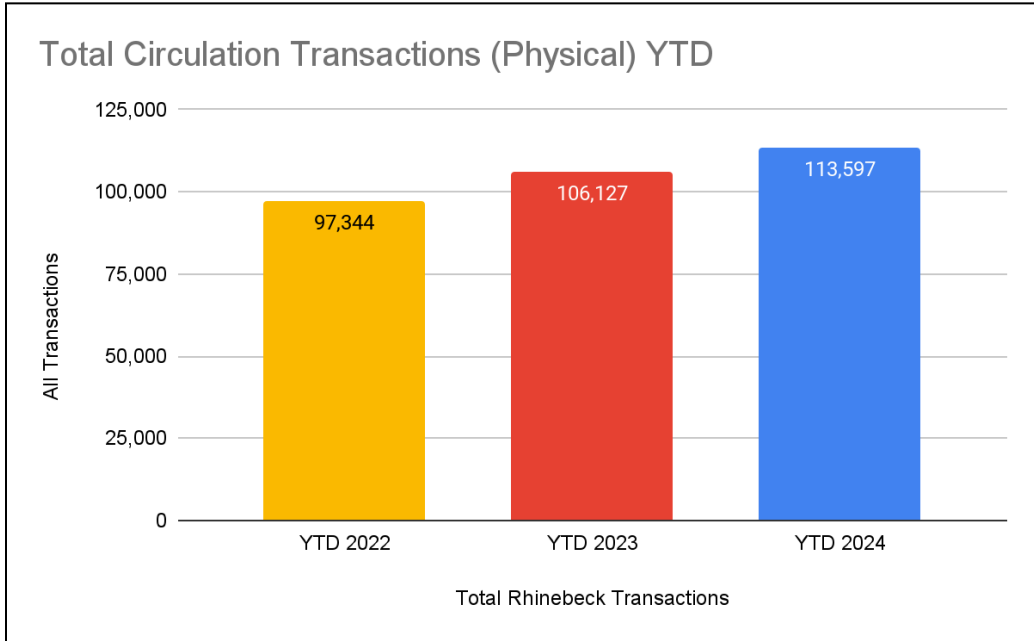
TRUSTEE PROGRAMS

- Time to complete mandatory annual Sexual Harassment Prevention trainings! Scroll down to the “Training Videos” section and complete the fillable PDF sheet.
<https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>
- Reminder that 2 hours of training is required yearly for each trustee. Trainings are available at: <https://my.nicheacademy.com/midhudson-trustees>.

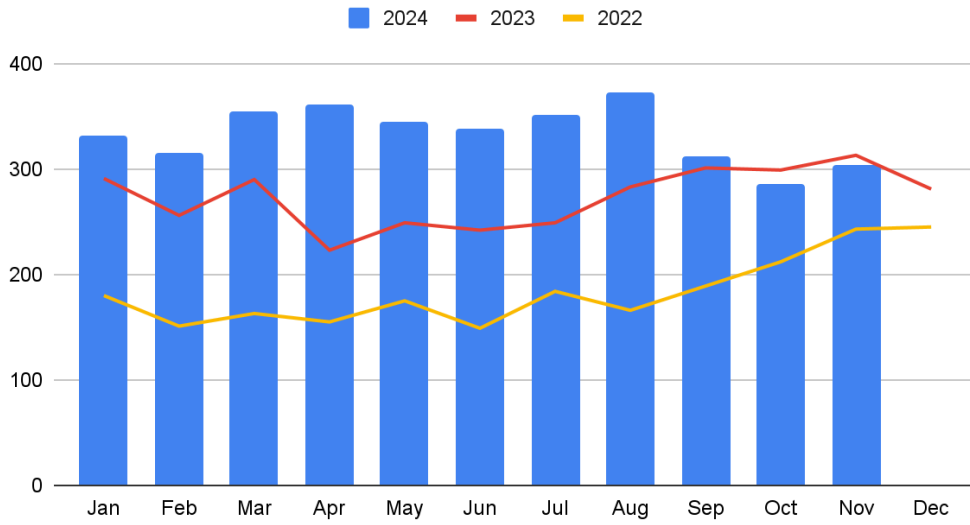
UPCOMING CALENDAR

- Closing early Dec 24 and closed Dec 25
- Closing early Dec 31

STATISTICS

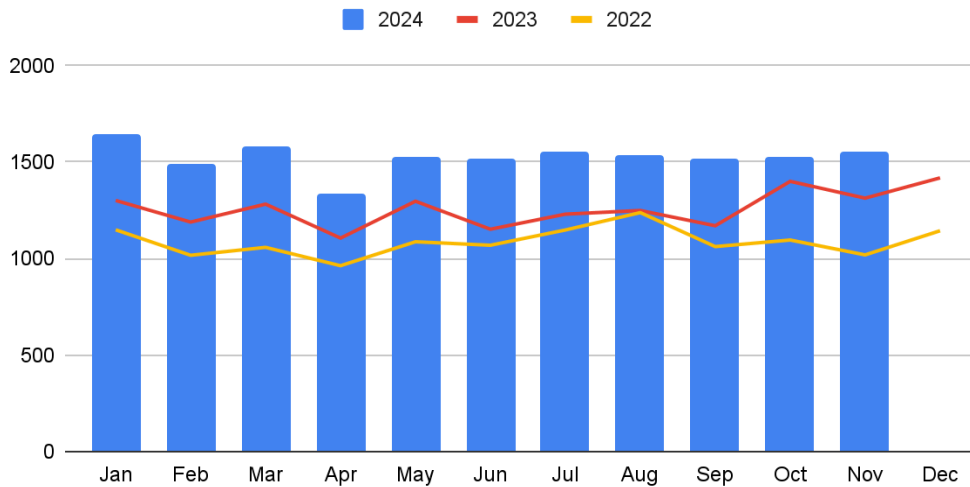


Hoopla - Total Borrows



Overdrive Total Borrows

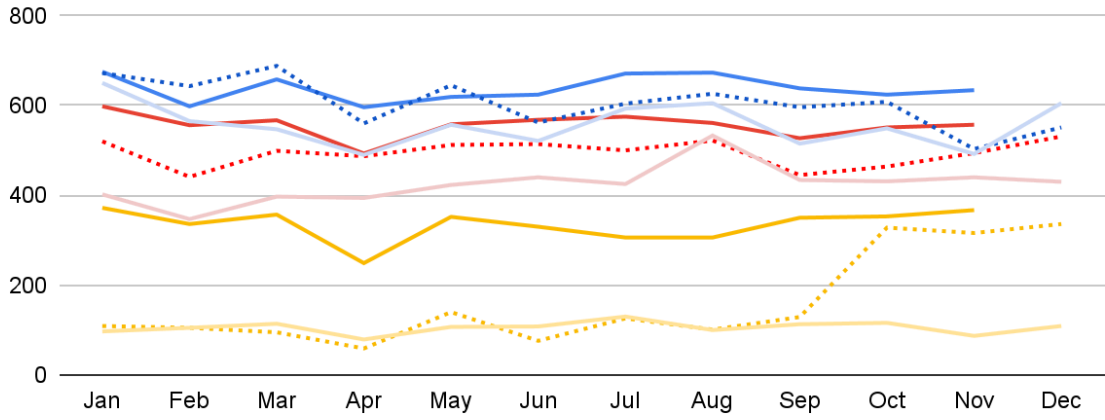
eBooks + eAudio + eMagazines



Overdrive Borrowing

Rhinebeck Residents

- 2024 eBook circulation
- 2024 eAudio circulation
- 2024 eMagazine circulation
- 2023 eBook circulation
- 2023 eAudio circulation
- 2023 eMagazine circulation
- 2022 eBook circulation
- 2022 eAudio circulation
- 2022 eMagazine circulation



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

FUNDRAISING COMMITTEE MEETING MINUTES

ATTACHMENTS

roposed 2025 Schedule of Board Meetings

Public board meetings are generally held on the fourth Thursday of each month at 5:30pm in the Mary Frazer Room downstairs.

January 23

February 27

March 27

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 20 (3rd Thursday)

December 18 (3rd Thursday)

Library Unattended Minor Policy DRAFT

Purpose

To ensure the safety and well-being of children in the library and to clarify the responsibilities of parents, guardians, and library staff.

Age Requirements and Supervision

- Children under age 8 must be accompanied by a responsible caregiver age 16 or older at all times
- Children ages 8-10 may use the library unattended for up to 2 hours, provided a parent/guardian is reachable by phone
- Youth ages 11 and older may use the library independently during regular hours
- Caregivers must actively supervise children, remaining in the same area of the library

Caregiver Responsibilities

- Caregivers must remain in the building while supervising children under 8
- Caregivers are responsible for monitoring children's behavior, safety, and wellbeing
- Library staff is not expected to wait for children to be picked up if they are unattended after hours at the library
- Library staff cannot assume responsibility for unattended children
- Parents/guardians must provide current emergency contact information
- Caregivers should be aware of library closing times and ensure prompt pickup

Behavior Expectations

- Children of all ages must follow the library's code of conduct
- Disruptive behavior will result in:
 1. First warning to child and/or caregiver
 2. Second warning with potential loss of library privileges
 3. Parent/guardian notification
 4. Possible requirement for direct supervision during future visits

Safety Procedures

- Staff will attempt to contact parents/guardians if:
 - An unattended child is found frightened or crying
 - A child is deemed to be in danger

- A child's behavior is disruptive and warnings have been issued
 - A child under 12 is still at the library at closing time
- If parents cannot be reached and the situation is urgent, staff may contact local law enforcement

Closing Time Procedures

- Children under 12 must be picked up 15 minutes before closing
- Staff will attempt to contact parents/guardians of unattended children
- Repeated late pickups may result in suspension of library privileges

Drafted: Oct. 24, 2024

Adopted and approved by the Starr Library Board of Trustees

Dated: