

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET

RHINEBECK, NY 12572

NOTICE OF MEETING Thursday, January 23, 2025, 5:30 PM

Trustees Present: Jay Burgess, Laura Charles. Erin Humbaugh, Valerie Jacob, Mimi Joh-Carnella, Al Ragucci, Jim Ruderman, Laura Selicaró, Andrew Schulkind, and Director Jaclyn Savolainen.

I. Call to order and review of agenda: Eve Wood, President of the Board, called the meeting to order at 5:30 pm.

II. Public Comment Period

No comments.

III. Minutes from the December 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

Andrew Schulkind presented his report for the month of December. Financial information for December and the calendar year ending December 31, 2024 against the 2024 budget was provided to the Trustees in advance of the meeting. Andrew noted that the annual results are not out of line with the budget, except for an increase in revenue from donations from the Friends and other sources and the cost of engaging Skolnick. He also noted increases in staff expenses and costs for collections against budget but explained that such increases were offset by reductions in other expenses. He updated the Trustees on the current balance of the endowment fund and the Library's bank accounts. 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. Friends Report

Jaclyn and Eve, who each had attended the last Friends meeting, reported on the agenda items discussed.

VI. Director's Report

Jaclyn then provided the Director's report which had been previously provided to the Trustees in advance of the meeting. Jaclyn noted that attendance was down somewhat during the month of December which she characterized as customary for the month. She highlighted certain very strong January programs, including Tea Bag Painting with Ruby Silvious, Slime Factory, Writing Roadblocks which was the first writing workshop of the 2025 author series and with a waiting list for patrons, and Joyful Strategies for Managing Neuropathy. She noted that the Library has signed a contract to add Kanopy streaming service to the Library's digital collection.

Jaclyn then reported on Fundraising and noted that for 2024, all unrestricted gifts (including Annual Appeal donations received during 2024) were approximately \$98,000 in total. She further noted that to date, Annual Appeal donations equaled approximately \$81,000. Last year's Annual Appeal amount for the period November through March was approximately \$45,000, in contrast, she stated.

Jaclyn also reported on various outreach items, all as set forth in her report, and updated the Trustees on certain Building & Grounds matters. As part of Jaclyn's initiative to bring to the attention of the Trustees the work of various staff members, she highlighted the work of Rowan Willigan, the Library's Graphic Designer/Creative Designer and Webmaster, who has worked for the Library in various capacities for almost 15 years. Jaclyn focused on Rowan's current projects and creative efforts in spearheading a number of projects for the Library. The Trustees thanked Jaclyn for the helpful report.

Jaclyn then reported to the Trustees of the amount of contributions the Friends made to the Library during 2024, including for the purchase of books and electronic collections, the summer reading program, water service, museum passes and larger print books. The Trustees were very appreciative of the support provided by the Friends.

Statistics for the month of December 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.

VII. Claims and Warrants

Andrew Schulkind presented the report to the Board. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.

VIII. Committee Reports

Eve led a discussion of the roles of the various committees and the cadence expected for meetings. Each of the Committee chairs discussed the timing of their respective committee meetings and expectations going forward. Eve reported that Jay had agreed to be the Trustees' representative on the Friends Committee and that Mimi had agreed to serve as the Trustees' representative on the Concert Committee. A discussion ensued and all questions asked were appropriately answered.

IX. Ad Hoc Committee Reports

Covered in the discussion described above under "Committee Reports."

X. Correspondence

None.

XI. Old Business

Valerie led a discussion of governance topics and the history of the Trustees' terms of office. As background, she noted that as of September 12, 2023, the merger of Starr Institute and Starr Institute, Inc. became effective, with one-year terms for each of the Trustees being approved, with the direction that such Trustees would be appointed for a term of three years on a rolling one-year basis to eventually conform to the staggered board structure contained in the By-laws. In addition, since such

time, Trustees have resigned from the Board of Trustees for personal reasons and new Trustees have been elected. In order to ratify and approve as a whole the members of the Board of Trustees and accomplish the intent of the Certificate of Merger of the Starr Institute and Starr Institute, Inc., a motion was made to pass the resolutions on Appendix A, which motion was seconded and unanimously approved, with votes being taken individually on each Trustee and each individual abstaining from the vote on herself/himself.

XII. New Business

Jaclyn then led a discussion of the proposed new policy entitled "Library Vulnerable Adult Policy Guidelines," which had been distributed to the Trustees prior to the meeting. Jaclyn noted that the purpose of the discussion at the meeting was to answer any questions and receive all comments. A discussion ensued and all questions asked were appropriately answered. The Trustees would consider the proposed policy at the next Trustees' meeting.

Eve then led a discussion addressing the need in the future to update the Library's Long-Range Plan. A discussion ensued and all questions asked were appropriately answered.

Eve then led a discussion on continuing Trustee education and New York State requirements. Jaclyn noted the number of sources which Trustees can access and thereby participate in continuing Trustee education programs. A discussion ensued and all questions asked were appropriately answered.

XIII. Eve then led a discussion on the capital campaign initiative and noted that the Expansion Committee would be organizing some sessions in the future addressing steps to be considered. A discussion ensued and all questions asked were appropriately answered.

XIV. Executive Session

A motion was made for the Trustees to go into an Executive Session to discuss personnel topics related to the Library's staff, which motion was seconded and unanimously approved.

XV. Adjournment

The Executive Session ended, and a motion was made to adjourn, which motion was seconded and unanimously approved at 8:20 p.m.

Next Meeting Date: February 27, 5:30 p.m.

APPENDIX A

Whereas, as of September 12, 2023, the merger of Starr Institute, incorporated by the Board of Regents by issuance of a provisional charter on December 11, 2012, and Starr Institute Inc., incorporated pursuant to an act of the New York State Legislature under Chapter 344 of the Laws of 1862, was completed, with the successor named Starr Institute;

Whereas, the boards of the trustees of Starr Institute and Starr Institute, Inc. voted that the following individuals would constitute the Board of trustees of Starr Institute ("Starr"), and as individual terms expire, shall be appointed

by the Board of Trustees of Starr for a term of three years:

Name Term Expires

Laura Reid Charles December 2023
Eve Wood December 2023
Erin Humbaugh December 2023
David Lavalley December 2024
Laura Selicaro December 2024
Craig Oleszewski December 2024
Valerie Jacob December 2025
Andrew Shulkind December 2025
Eric Steinman December 2025

Whereas, in October 2023, Eric Steinman informed the Board of Starr of his resignation from the Board due to other commitments;

Whereas, in December 2023, the Board elected Jay Burgess as a Director to fill Eric Steinman's position, expiring in December 2025;

Whereas, in October 2024, Craig Oleszewski informed the Board of Starr that he would not stand for re-election to the Board of Starr due to other commitments;

Whereas, in November 2024, the Board elected the following individuals to serve as new members of the Board of Trustees of Starr until December 2027, commencing January 1, 2025: Al Ragucci, Jim Ruderman and Mimi Joh Carnella;

Whereas, the By-laws of Starr provide that the Board of Trustees shall consist of 10 members;

Whereas, Laura Selicaro's term expired on December 31, 2024 and the Board desires to re-elect her for a three-year term expiring December 31, 2027;

Whereas, to ratify and approve as a whole the members of the Board of Trustees, and accomplish the foregoing, the Board desires to adopt the following resolutions:

RESOLVED, that the individuals set forth below shall be the members of the Starr Board of Trustees to serve until the expiration date set forth opposite his or her name below:

Name Term Expiration

1. Jay Burgess December 31, 2025
2. Andrew Schulkind December 31, 2025
3. Valerie Jacob December 31, 2025
4. Erin Humbaugh December 31, 2026
5. Laura Reid Charles December 31, 2026
6. Eve Wood December 31, 2026

7. Mimi Joh-Carnella December 31, 2027
8. Jim Ruderman December 31, 2027
9. Al Ragucci December 31, 2027
10. Laura Selicaro December 31, 2027

RESOLVED, that all and any prior actions taken by the Board of Trustees of Starr in its capacity as a Board of Trustees be, and they hereby are, ratified and approved.

RESOLVED, that the President, Vice President, Treasurer and Secretary of Starr be, and each of them hereby is, authorized, directed and empowered to execute any applications, certificates, agreements or any other instruments

or documents or amendments or supplements to such documents, or to do or cause to be done any and all other acts and things as such officers, in their discretion, may deem necessary or advisable as appropriate to carry out the purpose of the foregoing resolution.