

September 2025 Board Materials Packet

AGENDA

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING

Thursday, September 25, 2025, 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. Old Business
 - A. Videoconferencing Policy - second reading
13. New Business
 - A. Computer Use and Internet Policy - first reading
 - B. Payment Authorization Policy - first reading
 - C. PTO and Sick Leave Policy revision - first reading
 - D. (Library Bill of Rights - first reading or even approval)
14. Public Comment Period
15. Adjournment
16. Executive Session

Next Meeting: October 23, 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 24, 2025, 5:30 PM

Trustees Present: Jay Burgess, Mimi Joh Carnella, Laura Charles, Erin Humbaugh, Valerie Jacob, Al Ragucci, Jim Ruderman, Laura Selicaro, Andrew Schulkind, Eve Wood, and Director Jaclyn Savolainen. Stephen Frost attended on behalf of The Friends as its President and Representative.

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

II. Public Comment Period

There were no members of the public present.

III. Minutes from the June meeting: Valerie noted that there were no comments on the draft minutes previously distributed to the Trustees. A motion was made to approve the minutes, which motion was seconded and unanimously approved.

IV. Treasurer's Report

Andrew presented the report for the month of June. Financial information for such period was provided to the Trustees in advance of the meeting. Andrew updated the Trustees on the balances in the different bank and investment accounts. A discussion ensued among the Trustees, 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. Numerous upcoming programs were highlighted in her report, including The Borscht Belt to be held on July 30th, and a book talk with Susan Dominus on the Family Dynamic: A Journey Into the Mystery of Sibling Success on September 11th. She also highlighted the Summer Reading Programs for Kids with the following events: on July 26th, Express Yourself: Custom Nail & Art Shoe Charms, and on August 2nd, Dance From Around the World: Dance Workshop. She further noted the hiring of two high school students through the Summer Youth Employment Program. 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. Friends Report

Stephen reported on behalf of The Friends that the next book sale would be held the following two days, on July 25th and 26th. He also reported that over the last 10 years The Friends has contributed approximately \$400,000 to the Starr Library. The Trustees were duly appreciative of the continued support of The Friends over so many years.

VII. Claims and Warrants

Andrew presented the report to the Board. The Trustees reviewed a list of the bills covered by the report. A motion was made to approve the claims and warrants, which motion was seconded and passed unanimously.

VIII. Committee Reports

Fundraising Committee: Erin provided the Trustees with an update on various initiatives related to the Annual Benefit, including the format of the auction and various auction items. She then led a discussion with the Trustees on fundraising initiatives.

Public Relations/Communications Committee had no update.

Concert Committee: Mimi reported that the last concert had approximately 90 guests and was very well received.

Finance Committee had no update.

Building & Grounds Committee: Al noted that he had provided the Trustees with Committee reports prior to the meeting. He and Jaclyn updated the Board on the HVAC discussions with various contractors, discussions with the fiber installation company on what, if any, construction would be required to upgrade the Library's service to a fiber connection, and the necessary Village approvals that are being required to provide a curb cut in the sidewalk entrance for disability access. A discussion ensued among the Trustees, and all questions asked were appropriately answered.

IX. Correspondence

Jaclyn noted favorable correspondence from a staff member and a family who held a memorial at the library for a family member who was also a longstanding Starr Library patron.

X. Old Business

Eve noted that the Library Card Policy, Terms and Conditions (a copy of which had been previously provided to the Trustees) had been discussed at the prior Board of Trustee's meeting. The Trustees did not have any comments. A motion was made to approve such Policy, which motion was seconded and unanimously approved.

XI. New Business

Jaclyn then discussed the Video Conferencing Policy which had been distributed to the Trustees in advance of the meeting. A discussion ensued among the Trustees, and all questions asked were appropriately answered. Jaclyn noted that such Policy would be presented at the next Trustees' meeting for adoption.

XII. Public Comment

There were no members of the public present.

XIII. Executive Session

Eve then stated that the Trustees would now meet in Executive Session to discuss personnel topics. The Executive Session ended at 7:25 pm.

XIV. Adjournment

There being no other business to conduct, a motion was made to adjourn, which motion was seconded and unanimously approved at 7:30 p.m.

Next Meeting Date: September 25, 2025 at 5:30 p.m.

TREASURER'S REPORT

INCOME VS. EXPENSES

Statement of Activity

Starr Library

July 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4005 Restricted Grants	0
4005.05 Roger Phillips Concerts	71.50
Total for 4005 Restricted Grants	\$71.50
4006 Unrestricted Grants & Donations	0
4006.02 Unsolicited Donations	2,682.66
Total for 4006 Unrestricted Grants & Donations	\$2,682.66
4007 Programs	0
4007.01 Friends' Book & Art Sales	-94.97
4007.06 Coffee & Tea Services	222.84
4007.07 Room Rentals	125.00
Total for 4007 Programs	\$252.87
4008 Library Charges	0
4008.03 Square Revenue	972.04
Total for 4008 Library Charges	\$972.04
4009 Interest & Dividends	0
4009.01 Operating Account	6.05
4009.03 CD or Money Market Interest	135.67
Total for 4009 Interest & Dividends	\$141.72
Total for Income	\$4,120.79
Cost of Goods Sold	
Gross Profit	\$4,120.79
Expenses	
5001 Staff Expenses	0
5001.01 Net Salary & Wages	43,836.18
5001.02 Employee Benefits	0
5001.021 Health Insurance	4,594.11
Total for 5001.02 Employee Benefits	\$4,594.11
5001.04 Other Staff Expenses	0
5001.038 Payroll Administrative Fees	357.26
5001.043 Worker's Comp Insurance	170.43
5001.048 Travel & Training	2,250.00
Total for 5001.04 Other Staff Expenses	\$2,777.69
Total for 5001 Staff Expenses	\$51,207.98

Statement of Activity

Starr Library

July 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
5002 Collection Expenses	0
5002.01 Print	0
5002.011 Books	0
5002.0111 Unsponsored	1,023.42
5002.0112 Sponsored	276.14
5002.0114 Large Print Sponsored	91.79
5002.0116 Sponsored	19.71
5002.0117 Collection Supplies	82.66
Total for 5002.011 Books	\$1,493.72
5002.012 Periodicals	0
5002.0121 Unsponsored	595.52
Total for 5002.012 Periodicals	\$595.52
Total for 5002.01 Print	\$2,089.24
5002.02 Electronic	0
5002.021 Unsponsored	2,379.35
5002.022 Sponsored	1,116.03
Total for 5002.02 Electronic	\$3,495.38
5002.03 Other	0
5002.032 Museum Passes	0
5002.0321 Unsponsored	100.00
Total for 5002.032 Museum Passes	\$100.00
Total for 5002.03 Other	\$100.00
Total for 5002 Collection Expenses	\$5,684.62
5004 Building & Equipment	0
5004.01 B&E Repairs	0
5004.011 Paid from Local Public Funds	1,675.00
Total for 5004.01 B&E Repairs	\$1,675.00
5004.030 Utilities	0
5004.031 Electric	1,454.28
5004.033 Water	168.00
5004.039 Telecommunications	326.23
Total for 5004.030 Utilities	\$1,948.51
5004.04 Commercial Insurance	0
5004.041 Package	2,132.00
5004.042 Auto	113.00
5004.043 Umbrella	604.00
5004.045 Directors	1,428.00
Total for 5004.04 Commercial Insurance	\$4,277.00

Statement of Activity

Starr Library

July 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL
5004.09 Other B&E Expenses	0
5004.091 Security	43.79
5004.093 Janitor	1,600.00
5004.095 Lawn	425.00
Total for 5004.09 Other B&E Expenses	\$2,068.79
Total for 5004 Building & Equipment	\$9,969.30
5005 Miscellaneous	0
5005.016 Summer Reading	367.86
5005.01 Program Expenses	0
5005.011 Author & Presenter Fees	1,325.00
5005.012 Supplies & Refreshments	181.14
5005.014 Water	0
5005.0141 Sponsored	67.58
5005.0142 Un-sponsored	71.78
Total for 5005.014 Water	\$139.36
Total for 5005.01 Program Expenses	\$1,645.50
5005.03 Fundraising Expenses	0
5005.034 Other Fundraising Expenses	0
5005.0342 Postage	146.00
Total for 5005.034 Other Fundraising Expenses	\$146.00
Total for 5005.03 Fundraising Expenses	\$146.00
5005.04 Mid-Hudson Library System	2,432.10
5005.07 Reimbursable Fees & Expenses	51.69
5005.09 Office Supplies	324.25
5005.13 Bank Service Charges	35.70
5005.14 Advertising & Marketing	0
5005.141 Website & Social Media	44.00
Total for 5005.14 Advertising & Marketing	\$44.00
5005.80 Trustee Expenses	16.99
Total for 5005 Miscellaneous	\$5,064.09
Total for Expenses	\$71,925.99
Net Operating Income	-\$67,805.20
Other Income	
Other Expenses	
Net Other Income	0
Net Income	-\$67,805.20

BUDGET VS. ACTUAL

Starr Library

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - July, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	464,800.00	464,800.00	0.00	100.00 %
Total 4001 Local Public Funds	464,800.00	464,800.00	0.00	100.00 %
4002 MHLS Cash Grants				
4002.01 Local Library Services Aid		2,100.00	-2,100.00	
Total 4002 MHLS Cash Grants		2,100.00	-2,100.00	
4005 Restricted Grants				
4005.01 Friends of Starr Library		25,000.00	-25,000.00	
4005.011 Print Books	10,000.00		10,000.00	
4005.012 Summer Reading	2,500.00		2,500.00	
4005.014 Large Print Books	1,500.00		1,500.00	
4005.015 Museum Passes	1,000.00		1,000.00	
4005.017 Water	500.00		500.00	
4005.019 Electronic Material	10,000.00		10,000.00	
Total 4005.01 Friends of Starr Library	25,500.00	25,000.00	500.00	102.00 %
4005.03 Arts Mid-Hudson	725.00		725.00	
4005.05 Roger Phillips Concerts	659.50		659.50	
4005.11 Sponsored	200.00		200.00	
4005.80 Other Restricted Grants		0.00	0.00	
Total 4005 Restricted Grants	27,084.50	25,000.00	2,084.50	108.34 %
4006 Unrestricted Grants & Donations	101.05		101.05	
4006.01 Annual Appeal	5,812.48	55,000.00	-49,187.52	10.57 %
4006.02 Unsolicited Donations	14,628.33	15,000.00	-371.67	97.52 %
Total 4006 Unrestricted Grants & Donations	20,541.86	70,000.00	-49,458.14	29.35 %
4007 Programs		3,000.00	-3,000.00	
4007.01 Friends' Book & Art Sales	0.00		0.00	
4007.03 Program Book Sales	541.84		541.84	
4007.04 Other Merchandise	341.00		341.00	
4007.05 Art Sales	865.21		865.21	
4007.06 Coffee & Tea Services	-26.90		-26.90	
4007.07 Room Rentals	305.00		305.00	
4007.08 Copy Fees	1,553.53		1,553.53	
Total 4007 Programs	3,579.68	3,000.00	579.68	119.32 %
4008 Library Charges		2,000.00	-2,000.00	
4008.01 Fines (Other Libraries)	54.39		54.39	
4008.02 Lost Book Fees	1,077.26		1,077.26	
4008.03 Square Revenue	592.80		592.80	
Total 4008 Library Charges	1,724.45	2,000.00	-275.55	86.22 %
4009 Interest & Dividends	44.31		44.31	
4009.01 Operating Account	192.07		192.07	
4009.02 Expansion Account	64.51		64.51	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4009.03 CD or Money Market Interest	289.78	2,000.00	-1,710.22	14.49 %
Total 4009 Interest & Dividends	590.67	2,000.00	-1,409.33	29.53 %
4010 Distributions from Endowment				
4500.03 Endowment Draw - Yearly		56,000.00	-56,000.00	
4500.05 Endowment Draw - Special		0.00	0.00	
Total 4010 Distributions from Endowment		56,000.00	-56,000.00	
4500.07 Transfer from MM to Checking (deleted)	0.00		0.00	
Total Revenue	\$518,321.16	\$624,900.00	\$ -106,578.84	82.94 %
GROSS PROFIT	\$518,321.16	\$624,900.00	\$ -106,578.84	82.94 %
Expenditures				
5001 Staff Expenses				
5001.01 Net Salary & Wages	213,353.38	382,148.00	-168,794.62	55.83 %
5001.02 Employee Benefits				
5001.021 Health Insurance	29,972.47	48,852.00	-18,879.53	61.35 %
Total 5001.02 Employee Benefits	29,972.47	48,852.00	-18,879.53	61.35 %
5001.03 Payroll Taxes	5,188.92		5,188.92	
5001.04 Other Staff Expenses		5,000.00	-5,000.00	
5001.038 Payroll Administrative Fees	2,669.19		2,669.19	
5001.041 Disability/Family Leave Insurance	1,502.25		1,502.25	
5001.043 Worker's Comp Insurance	908.20		908.20	
5001.048 Travel & Training	4,596.58	5,500.00	-903.42	83.57 %
5001.049 Staff Appreciation	98.48		98.48	
Total 5001.04 Other Staff Expenses	9,774.70	10,500.00	-725.30	93.09 %
Total 5001 Staff Expenses	258,289.47	441,500.00	-183,210.53	58.50 %
5002 Collection Expenses				
5002.01 Print				
5002.011 Books				
5002.0111 Un-sponsored	2,816.69	29,000.00	-29,000.00	
5002.0112 Sponsored.	9,931.32		9,931.32	
5002.0114 Large Print Sponsored	1,216.66		1,216.66	
5002.0116 Sponsored	19.71		19.71	
5002.0117 Collection Supplies	1,149.01	2,000.00	-850.99	57.45 %
Total 5002.011 Books	15,133.39	31,000.00	-15,866.61	48.82 %
5002.012 Periodicals				
5002.0121 Un-sponsored	2,967.80	6,500.00	-6,500.00	
5002.0122 Sponsored	49.95		49.95	
Total 5002.012 Periodicals	3,017.75	6,500.00	-3,482.25	46.43 %
Total 5002.01 Print	18,151.14	37,500.00	-19,348.86	48.40 %
5002.02 Electronic				
5002.021 Un-sponsored	3,394.04	25,000.00	-25,000.00	
5002.022 Sponsored	10,000.00		10,000.00	
Total 5002.02 Electronic	13,394.04	25,000.00	-11,605.96	53.58 %
5002.03 Other				
5002.032 Museum Passes	250.00	1,200.00	-1,200.00	
5002.0321 Un-sponsored	100.00		100.00	
5002.0322 Sponsored	472.00		472.00	
Total 5002.032 Museum Passes	822.00		822.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5002.033 Games & Toys				
5002.0331 Sponsored	43.20		43.20	
Total 5002.033 Games & Toys	43.20		43.20	
Total 5002.03 Other	865.20	1,200.00	-334.80	72.10 %
Total 5002 Collection Expenses	32,410.38	63,700.00	-31,289.62	50.88 %
5004 Building & Equipment				
5004.01 B&E Repairs	2,832.73		2,832.73	
5004.011 Paid from Local Public Funds	1,675.00	10,000.00	-8,325.00	16.75 %
Total 5004.01 B&E Repairs	4,507.73	10,000.00	-5,492.27	45.08 %
5004.030 Utilities		26,750.00	-26,750.00	
5004.031 Electric	6,924.67		6,924.67	
5004.032 Propane	3,046.03		3,046.03	
5004.033 Water	462.00		462.00	
5004.039 Telecommunications	1,806.53		1,806.53	
Total 5004.030 Utilities	12,239.23	26,750.00	-14,510.77	45.75 %
5004.04 Commercial Insurance		13,000.00	-13,000.00	
5004.041 Package	3,463.86		3,463.86	
5004.042 Auto	226.00		226.00	
5004.043 Umbrella	1,216.00		1,216.00	
5004.045 Directors	1,428.00		1,428.00	
Total 5004.04 Commercial Insurance	6,333.86	13,000.00	-6,666.14	48.72 %
5004.09 Other B&E Expenses		35,000.00	-35,000.00	
5004.091 Security	2,121.86		2,121.86	
5004.092 Trash	729.30		729.30	
5004.093 Janitor	9,150.00		9,150.00	
5004.094 Snow Removal	1,965.99		1,965.99	
5004.095 Lawn	2,498.29		2,498.29	
5004.096 Elevator	2,790.96		2,790.96	
5004.097 Fire Protection	430.00		430.00	
5004.099 Building Supplies	767.48	1,250.00	-482.52	61.40 %
5004.100 HVAC Contracts	1,731.00		1,731.00	
Total 5004.09 Other B&E Expenses	22,184.88	36,250.00	-14,065.12	61.20 %
Total 5004 Building & Equipment	45,265.70	86,000.00	-40,734.30	52.63 %
5005 Miscellaneous				
5005.01 Program Expenses	174.09		174.09	
5005.011 Author & Presenter Fees	3,900.00	6,000.00	-2,100.00	65.00 %
5005.012 Supplies & Refreshments	1,243.69	1,500.00	-256.31	82.91 %
5005.014 Water		1,000.00	-1,000.00	
5005.0141 Sponsored	500.00		500.00	
5005.0142 Un-sponsored	126.68		126.68	
Total 5005.014 Water	626.68	1,000.00	-373.32	62.67 %
Total 5005.01 Program Expenses	5,944.46	8,500.00	-2,555.54	69.93 %
5005.016 Summer Reading	1,072.27		1,072.27	
5005.02 Professional Fees				
5005.021 Accounting		4,000.00	-4,000.00	
5005.022 Legal	187.50		187.50	
5005.023 Bookkeeping	204.19		204.19	
Total 5005.02 Professional Fees	391.69	4,000.00	-3,608.31	9.79 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.03 Fundraising Expenses				
5005.031 Annual Appeal	146.00	2,000.00	-1,854.00	7.30 %
5005.034 Other Fundraising Expenses		3,700.00	-3,700.00	
5005.0341 Bloomerang Fees	2,744.21		2,744.21	
5005.0342 Postage	292.00		292.00	
5005.0343 Square Fees	107.85		107.85	
Total 5005.034 Other Fundraising Expenses	3,144.06	3,700.00	-555.94	84.97 %
Total 5005.03 Fundraising Expenses	3,290.06	5,700.00	-2,409.94	57.72 %
5005.04 Mid-Hudson Library System	8,618.30	9,500.00	-881.70	90.72 %
5005.07 Reimbursable Fees & Expenses	87.39		87.39	
5005.09 Office Supplies	1,647.29	1,000.00	647.29	164.73 %
5005.11 Equipment/Technology	353.97	1,000.00	-646.03	35.40 %
5005.13 Bank Service Charges	141.23		141.23	
5005.131 Credit Card Fees	150.86		150.86	
Total 5005.13 Bank Service Charges	292.09		292.09	
5005.14 Advertising & Marketing	88.00	2,000.00	-1,912.00	4.40 %
5005.141 Website & Social Media	903.68		903.68	
5005.145 Printing & Reproduction	654.65		654.65	
Total 5005.14 Advertising & Marketing	1,646.33	2,000.00	-353.67	82.32 %
5005.17 Dues & Subscriptions	1,000.00	720.00	280.00	138.89 %
5005.80 Trustee Expenses	1,002.93		1,002.93	
Total 5005 Miscellaneous	25,346.78	32,420.00	-7,073.22	78.18 %
5005.85 Grant Expense	2,399.70		2,399.70	
ScanSnap Home	0.00		0.00	
Total Expenditures	\$363,712.03	\$623,620.00	\$ -259,907.97	58.32 %
NET OPERATING REVENUE	\$154,609.13	\$1,280.00	\$153,329.13	12,078.84 %
Other Expenditures				
5006 Expansion				
5006.01 Professional Fees				
5006.011 Skolnick	25,205.95		25,205.95	
5006.012 Legal	112.50		112.50	
Total 5006.01 Professional Fees	25,318.45		25,318.45	
Total 5006 Expansion	25,318.45		25,318.45	
Total Other Expenditures	\$25,318.45	\$0.00	\$25,318.45	0.00%
NET OTHER REVENUE	\$ -25,318.45	\$0.00	\$ -25,318.45	0.00%
NET REVENUE	\$129,290.68	\$1,280.00	\$128,010.68	10,100.83 %

DIRECTOR'S REPORT

Aug 26, 2025

UPCOMING CALENDAR HIGHLIGHTS

- **Saturday, September 6th, 11am-1pm** - [Summer Reading Competition Celebration at Red Hook Public Library](#)
- **Saturday, September 6th, 3-5pm** - [Artists Reception with David Schaengold -- The Art of Pressed Botanicals](#)
- **Tuesday, September 9th, 6:30pm** - [How to Write a Romance: Workshop with Alisa Kwitney](#)
- **Thursday, September 11th, 7pm** - [The Family Dynamic: A Journey Into the Mystery of Sibling Success with Susan Dominus](#)
- **Thursday, September 18th, 6:30-8pm** - [Preserving Resources: Pickling in Practice with Rebecca Echevarria](#)
- **Saturday, September 20th, 4:30pm** - [Roger Phillips Concert Series presents Dennis Lichtman and Matt Munisteri](#)
- **Monday, September 22nd** - [The AI Revolution: Mini-Lecture with Jean-Claude Fouéré](#) • **Friday, September 26th, 7-9pm** - [Rhinebeck Historical Society presents The Astors' Impact on the village of Rhinebeck](#)

UP TO 10 COMP TICKETS AVAILABLE TO OBLONG BOOKS EVENTS for VIPs. Reach out to Michelle to get on the list.

- Elizabeth Gilbert on September 10th & Ken Follett on September 24th at Bardavon.

PROGRAMS

- **Special Events in July and August:** From Farms to Incubators: Women Revolutionizing Agriculture (7/15), Mapping the Darkness: The Visionary Scientists Who Unlocked the Mysteries of Sleep with Kenneth Miller (7/16), Roger Phillips Concert Series Hudson Organ Trio (7/19), Library Advocacy Postcard Writing Day (8/9); Cooking Club (8/12), Rhinebeck Legion Band (8/12), Movies Under the Stars (last screening 8/26); Roger Phillips Concert Series East River Blues Band (8/16); Summer Reading programs wrapped (Fidget Toys, Hope Kits, Printmaking & facepainting + ice cream donation from Del's on 8/9, 8/16 and 8/17); Town Hall with Assemblymember Sarahana Shreshta (8/21); Town Hall with Dutchess County Comptroller Dan Aymar-Blair (8/27); Third Annual Houseplant Swap (8/29).
- **Outside Groups & Partnerships:**
 - AARP, Anderson Center, *AT PLAY*, The Being Together Project,

Culture Connect, Rhinebeck at Home, Rhinebeck Democrats Club, Rhinebeck Historical Society, Starr Stitchers, Rhinebeck Rec Department, Bulkeley Middle School Lego Robotics Club, Insight Meditation Sitting Group, Office of Assemblymember Sarahana Shreshta, Office of Dutchess County Comptroller Dan Aymar-Blair, Rhinebeck Legion Band.

- **Ongoing:**

- **NEW:** Drawing on the Right Side of the Brain with Christine Livesey, Ping Pong Pop-Up, The Self-Work Shelf (Mental Health Book Club).
- Lego Hour, Mahjong, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Teen Tech, Starr Stitchers, Classical Guitar & Chill, Story Time, Music & Movement, Memoir Writing, All Abilities Story & Craft, Mystery Book Club, Starr Book Club, Cooking Club, The Laughing Stocks: Investment & Finance Discussion, Rhinebeck Parents Meetup, Waterfall Qigong

PATRON SERVICES

- Completed the community weaving board in the kids' wing! Karen installed a new magnetic display board.
- New rug ordered for children's room.

OUTREACH

- Bocce commission - Library support/promotion for new court in Thompson-Mazzarella Park/liaising with Town Rec Department.
- Rhinebeck @ Home - Met with new leadership (Nina Lynch is stepping down from the helm but continuing to work with us on programming).
- Movies Under the Stars - Collaboration with Lions Club, Town Rec Department, etc.

LOOKING AHEAD:

- September is Library Card Sign-Up Month, Hispanic Heritage Month, and Hudson Valley Climate Solutions Week (Sept. 21-28).
- Michelle to appear as a guest on Norm Magnusson's radio show (Sept. 26th).

BUILDING & GROUNDS

- Presented to the Village of Rhinebeck Planning Board and got approval for the proposed parking lot improvements. Waiting for two more estimates beyond the one we have. ● Tree work completed. We removed: huge locust

in SE corner, fallen trunk on west side, four dead or dying trees along stone wall, dead crabapple near the Little Free Library. Also fed the four trees in the grassy area near the stage and pruned all around, taking off low hanging suckers and trimming back selected bushes.

- Got estimates for HVAC work.
- Waiting for optic network next steps.

FUNDRAISING AND FINANCES

- Applied for \$130,000 CREST grant through Sarahana Shrestha's office for HVAC and curb cut.

STAFF

- We had a productive staff meeting on Aug. 11.
- Karen (children's services) will be staying on beyond the summer!
- Amy (Wed. evening library assistant) has resigned on good terms. We are able to fill her single shift with existing staff.

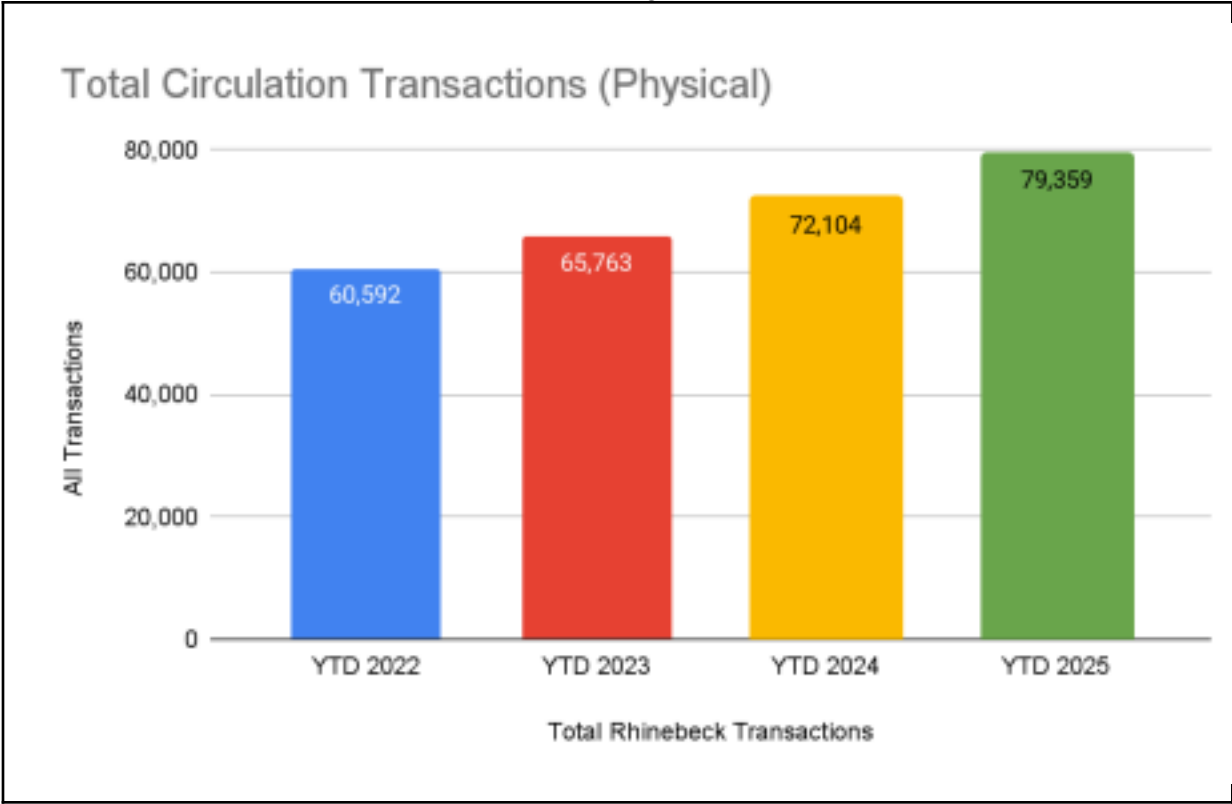
MEETINGS ATTENDED

- 414 Meet-Up
- Dutchess County Library Association (DCLA)
- NYS Office of Disabilities webinar: How Libraries Can Better Serve People with Disabilities

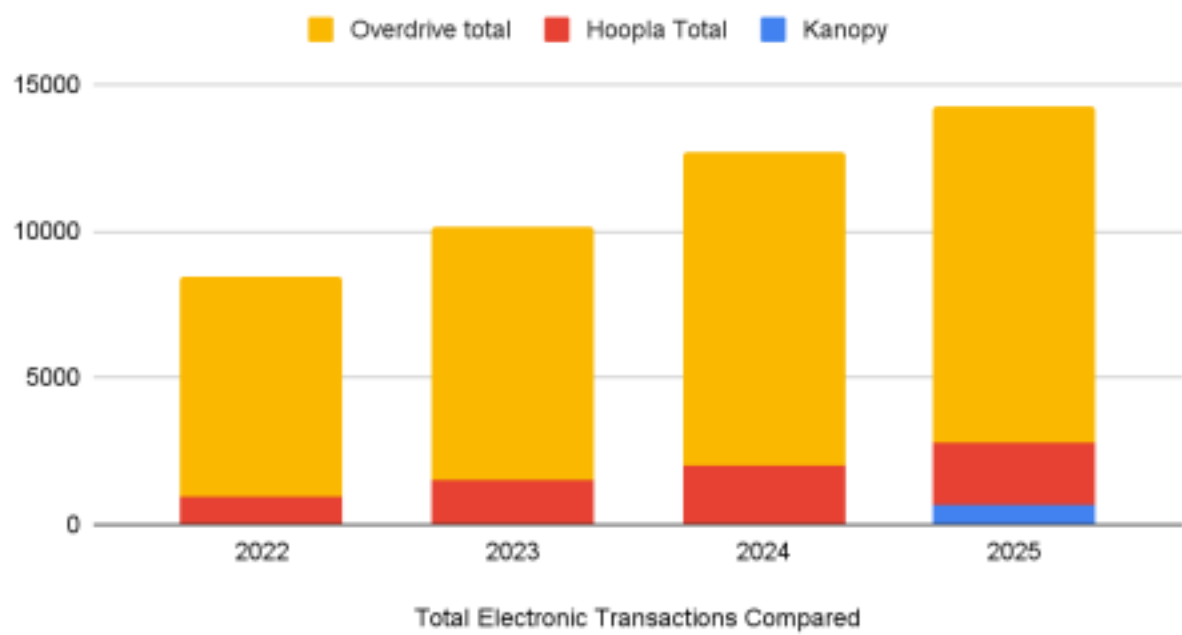
STATISTICS

Attendance	Mar	Apr	May	June	July
Adult & multi-age ongoing programs	713	1205	747	1735	880
Children's/YA programs	356	418	248	285	642
Outside groups - reserved rooms	174	70	75	167	85
Total attendance*	1243	1693	995	2020	1522

*Total attendance will not equal the sum of all rows because special events include both children's and adult or multi-age events.



Digital Borrowing (Jan-July)



GOVERNANCE COMMITTEE MEETING MINUTES

FINANCE COMMITTEE MEETING MINUTES

BUILDINGS & GROUNDS COMMITTEE MEETING MINUTES

BUILDING PROJECT WORKING GROUP MINUTES

PR COMMITTEE MEETING MINUTES

FUNDRAISING COMMITTEE MEETING MINUTES

ATTACHMENTS

DRAFT REVISION - July 29, 2025

6.4 Paid Time Off (PTO) — Vacation and Personal Days Eligibility and Accrual

- Full-time employees:

Eligible for fixed vacation accrual based on years of service (granted annually on January 1):

- 1–5 years: 10 days per year
- 5–10 years: 15 days per year
- 10–20 years: 17 days per year
- 20+ years: 20 days per year
- These amounts may be superseded by individual negotiated agreements approved by the director.

- Part-time employees regularly working more than 12 hours per pay period: Accruals are tracked in hours, with a day defined as the employee's average hours worked per week divided by average days worked per week. This ensures fair accrual regardless of variable weekly hours. Part-time employees begin accruing PTO immediately upon hire, earning vacation time proportionate to hours worked, and following the above schedule for years of service.

- High school and casual employees (typically under 6 hours per week) are not eligible for paid PTO but may request unpaid time off.

- PTO and sick leave accruals may be negotiated at hire or adjusted by the Director.

Use and Carryover

- PTO may be used for vacation or personal business, with approval from supervisors.

- Carryover: Employees may carry over up to 5 days (or the prorated hour equivalent for part-time employees) to the following year. Regularly scheduled part-time employees may carry over a proportional number of hours. Any unused PTO beyond this limit will be forfeited.

Negative Time Balances

- Full-time and regularly scheduled part-time employees may request from the director PTO in advance of accrual, creating a temporary negative balance to be

“earned back” over time.

- For employees with very limited or highly variable hours (e.g., high school workers), advance PTO is generally not permitted due to scheduling constraints.

Payment

- PTO is paid at the employee’s base pay rate at the time of the absence. It does not include overtime, bonuses, or other special compensation.

For all time-off policies, any reference to a "day" of leave is understood to mean the number of

hours equivalent to the employee’s average hours worked per week divided by the number

of days worked per week. This ensures that leave is applied fairly across both full-time and

part-time employees with varying schedules.

6.5 Paid Sick Leave

Eligibility and Accrual

- Full-Time Employees:

Eligible for up to 12 paid sick days per year for personal illness, family care, medical appointments, or other qualified leave reasons.

- Part-Time Employees:

Accrue sick leave at a minimum rate of 1 hour per 30 hours worked, consistent with New York State Paid Sick Leave Law. For example: The library may provide additional sick time in special circumstances approved by the director.

- Example:

A part-time employee who works an average of 15 hours per week will work approximately 780 hours in a year (15 hours × 52 weeks). At the accrual rate of 1 hour per 30 hours worked, this employee would earn approximately 26 hours of paid sick leave over the course of a year ($780 \div 30 = 26$). Accrual is based on actual hours worked, so the total may vary slightly if weekly hours fluctuate.

Use

- Sick leave may be used for the employee’s or family member’s illness, injury, preventative care appointments, or safety-related needs (e.g., domestic violence).

- Employees must notify their supervisor as early as possible when taking sick leave and provide documentation if requested (typically for absences over 3

consecutive days or for patterns of frequent absence).

Carryover and Payout

- Sick leave does not carry over from year to year.
- Sick leave balances are not paid out upon separation of employment.

6.6 Separation and PTO Payout

- PTO will be paid out upon separation for full-time and regularly scheduled part-time employees, regardless of whether they quit or are terminated.
- Employees working minimal or irregular hours (such as high school employees) are generally not eligible for PTO payout.
- PTO payout is capped at 10 days to manage financial exposure.
- Any PTO over the cap will be forfeited.
- Sick leave balances are never paid out.
- PTO payout may be forfeited under the following circumstances:
 - If the employee is terminated for serious misconduct, such as theft, fraud, harassment, or intentional damage to library property. Misconduct must be documented and substantiated through an internal review, and forfeiture will be determined at the discretion of the Library Director in accordance with applicable law.

If the employee resigns without providing at least two weeks' written notice, unless waived by the Library Director in writing.

Additional Notes

- Definition of a "Day": Throughout these policies, any reference to a "day" of leave means the number of hours equivalent to the employee's average hours worked per week divided by the average number of days worked per week. This ensures leave is equitable across varied work schedules.

- Example:

An employee who works 15 hours per week over 3 days would have a "day" of leave equal to 5 hours (15 hours ÷ 3 days = 5 hours). If that employee uses 1 day of PTO, 5 hours will be deducted from their PTO balance.

- PTO and sick leave accrual and use will be tracked and updated regularly in payroll.
- The Library supports employees staying home when ill to maintain a healthy workplace.
- This policy complies with New York State laws regarding paid leave and disability.

Starr Library PTO & Sick Leave Summary

Paid Time Off (PTO)

- Eligible full-time and part-time employees earn PTO based on hours worked and years of service.
- PTO accrues monthly and is granted annually on January 1.
- Part-time PTO is prorated based on actual hours worked.
- You may use up to 5 days of PTO early in the year with approval.
- Up to 5 unused PTO days can carry over each year; extra days expire.
- PTO is paid out when you leave, up to 10 days, unless you're a casual/irregular employee. However, you may lose your PTO if you're fired for serious misconduct or if you resign without giving at least two weeks' notice.

Sick Leave

- All employees earn up to 12 sick days (96 hours) per year, prorated by hours worked.
- Sick leave is for illness, medical care, and family needs.
- Sick leave does not carry over and is not paid out at separation.
- Please notify your supervisor as soon as possible for unplanned absences.
- A doctor's note may be required for absences over 3 days.

General

- PTO and sick leave policies follow NY State laws.
- We encourage employees to stay home when sick to keep everyone healthy.

References

1. New York State Paid Sick Leave Law (NY Labor Law § 196-b)
 - <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>
2. New York State Department of Labor – Guidance on Vacation Policies
 - <https://dol.ny.gov/vacation-and-holiday-leave>

3. Policies from Beekman Library, LaGrange Association Library, Kingston Library, and Tompkins County Library
4. Template from ADP HR Pro

Starr Library

PAYMENT AUTHORIZATION POLICY DRAFT

Purpose

To comply with New York State requirements for board oversight of library expenditures while ensuring timely, secure, and efficient payment of routine and approved expenses.

Scope

This policy applies to all expenditures of Starr Library, including check, ACH, credit card, and online payments.

Policy

1. Board Approval of Claims

All **non-routine claims** must be approved by the Board of Trustees prior to payment, typically through monthly warrant approval.

Non-routine claims include expenses not regularly recurring, not included in the approved budget, or not previously authorized by board vote or contract. Examples: capital purchases, new vendor payments, or one-time consultant fees.

2. Pre-Authorized Routine Payments

To ensure uninterrupted operations, the Board authorizes the Library Director to make timely payments for the following routine expenses, without requiring prior approval from the Treasurer or Board:

- Payroll and payroll-related liabilities
- Utility bills (electricity, gas, water, internet, telephone)
- Credit card statements for authorized purchases
- Budgeted subscriptions, contracts, and recurring services

These payments must be properly documented and presented to the Board in the monthly claims report for review and ratification.

3. Limits and Internal Controls

- Payments over \$5,000 that are not part of a pre-approved contract or resolution must be reviewed and approved by the Board prior to payment.

- The Library Director must maintain a complete, auditable record of all expenditures.
- The Treasurer is not required to pre-approve or co-sign routine payments but may request periodic access to payment records or statements for oversight purposes.

4. Emergency Payments

The Library Director may authorize emergency expenditures not covered above to address time-sensitive needs. The Board must be notified as soon as possible, and documentation must be included in the next claims package.

5. Online and ACH Payments

Starr Library authorizes the use of secure systems such as bank portals, vendor sites, or QuickBooks Online to issue payments.

- ACH payments and online bill pay are permitted for utilities, credit cards, and vendors. ● Online payments may be entered and submitted by the Library Director or a designated staff member under her supervision.
- Payments over \$5,000 must involve dual control, meaning one individual processes the payment, and another reviews it promptly before or as soon as possible after release.

All online payments are subject to the same documentation and reporting requirements as other payments and must be included in the monthly claims package.

6. Fraud Prevention Measures

To minimize risk:

- New vendors must be verified by the Director or designee before payment.
- All invoices must be checked for accuracy, alignment with budgeted expenses, and consistency with services received.
- Segregation of duties should be observed when practical. For high-dollar transactions, oversight must involve at least two individuals (Director, Treasurer, or designated trustee). ● The Treasurer may request access to payment history or financial systems at any time and will receive summary reports monthly or upon request.

Starr Library Board Resolution

Authorization for Routine and Online Payments *Whereas*, the timely payment of certain routine expenses is necessary to maintain operations and avoid service disruptions, *Be it resolved*, that the Board authorizes the Library Director and designated staff to issue payments for payroll, utilities, credit card bills, and other recurring budgeted expenses prior to warrant approval, including through secure online or ACH systems.

Payments over \$5,000 shall be subject to dual review or oversight. All emergency

payments under Section 4 (Emergency Payments) shall be reported to the board as soon as possible.

This resolution remains in effect until amended or revoked by the Board.

(References: NY State Comptroller's Guide to Financial Oversight Responsibilities of the Governing Board, Office of the State Comptroller – Online Banking Guidance, NYSED Library Handbook for Trustees, Public Officers Law & General Municipal Law (GML), Sections 103 & 104-b, Beekman Library and LaGrange Association Library)

Adapted and Approved by the Starr Library Board of Trustees: [date]

Starr Library

VIDEOCONFERENCING POLICY DRAFT

Purpose

Consistent with the Library's mission to serve its community and the following guidelines, shall govern how and when the library can conduct virtual and/or hybrid public meetings using videoconferencing technology:

1. Members of the Board of Trustees shall be physically present at any duly noticed meeting unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term "extraordinary circumstances" includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Library Director no later the day prior to the scheduled meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Board of Trustees may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public **shall not** count toward a quorum of the Board but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions, the Board of Trustees shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The Board shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
8. The in-person participation requirements shall not apply during a state disaster emergency declared by the governor if the Board of Trustees determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in-person meeting.

9. These procedures shall be conspicuously posted on the library's website (www.starrlibrary.org). (References: *The Committee on Open Government Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a*)

Starr Library

COMPUTER USE AND INTERNET POLICY DRAFT

Purpose

Starr Library is committed to providing access to information via computers and the internet and offers free access to any person, regardless of age or residency. Access to digital information is fundamental for supporting continuous lifelong learning and this policy is designed to ensure appropriate and responsible use of internet resources.

Any use of library computers, printers, wireless devices, internet connections, wireless networks, and other library electronic resources such as databases, website and online catalog (library “electronic resources”) is governed by this policy. By using library electronic resources, users are deemed to have agreed to this policy.

Security and Confidentiality of User Information

- Users are cautioned that library electronic resources may not be secure and that any information entered into, or sent or received by or through, library electronic resources could be intercepted or viewed by third parties and/or lost. Furthermore, because library electronic resources are typically used in public areas of the library, what is displayed on a screen or sent to a printer should not be assumed to be confidential.
- While the library does not actively monitor user activity, library staff reserve the right to intervene when policy violations are observed or reported, when illegal activity is suspected, or when use of electronic resources disrupts library operations or other users.

Information Accessed through the Library’s Electronic Resources

- The internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information, images and commentary from around the globe. Some information accessed through the internet may not be current, accurate or complete, and some material may be considered offensive or inappropriate. The library does not monitor, has no control over, and does not guarantee the accuracy or propriety of any information that a user may access through library electronic resources.
- Parents, guardians or other responsible caregivers of minor children are responsible at all times for the use of library electronic resources by such minors; monitoring and supervising such use; and determining and regulating what information and materials are appropriate for such minors to access via library electronic resources. The library does not monitor, supervise or regulate the use of library electronic resources by minors.

Acceptable Use of the Library’s Electronic Resources

- Users **may not** use library electronic resources for any activity or purpose in violation of

applicable federal, state or local laws, including without limitation laws governing the transmission and dissemination of information while accessing the internet, and intellectual property laws (such as copyright, trademark, or patent laws).

- Users **may not** use library electronic resources intentionally or recklessly to spread computer viruses, or other malware, or to make unauthorized entry into other computational, informational or communications services or resources.
- Users **may not** use library electronic resources to create, display or transmit threatening, harassing, defamatory, violent, obscene, abusive or other offensive language or images.
- Users **may not** invade the privacy of others.
- Users **may not** engage in any activity that prevents others from using library electronic resources in a responsible manner.
- Users may use library electronic resources for recreational activities including gaming, social media, and streaming video, provided such use does not interfere with others' ability to use library resources and services. During peak hours or when others are waiting, priority may be given to educational, research, or work-related activities.
- Users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to alter, even temporarily, the computer settings, configuration, condition or location of library electronic resources. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. Parents will be held responsible for any damage done by their children.

Rules and Procedures Governing the Use of Library Electronic Resources ● Library

electronic resources are available to users on a first-come, first-served basis.

- The library reserves the right to limit the amount of time an individual may use library electronic resources.
- Only library-provided software may be used on library devices. Software owned or supplied by others may not be installed or used on library devices.
- Users may not save their data on any library device and must supply their own storage medium (e.g. flash drive).
- Printing services are available for a fee. Users are responsible for all printing charges incurred during their session. Current printing fees are available at the circulation desk.
- The library is not responsible for any damage caused to the hardware or software of a user's own device as a result of electric surges, security breaches, viruses, hacking or other malfunctions or hazards.

- Users may not plug their electronic devices into a power outlet if it would cause an aisle, exit or another user's access to library materials to be blocked.
- Users are required to use earbuds or headphones or mute the sound function to avoid disturbing others.
- Food and beverages are not permitted near library electronic resources to prevent damage to equipment. Users must keep food and drinks in designated areas only.
- Users may use personal mobile hotspots or cellular data connections on their own devices. However, users may not attempt to bypass library network security measures or create unauthorized network access points using library equipment or connections.
- Computers located in the main reading room are primarily designated for adult use, and adults or teenagers completing school assignments will be given priority access to these workstations.
- Computers located in the children's room are reserved for children (ages 17 and under) and their accompanying parents or guardians only. Adults without children may not use computers in the children's room.
- Users requiring assistive technology or accessibility accommodations may receive priority access to appropriate workstations. Please speak with library staff about accommodation needs.
- Library staff may assist patrons with basic computer and internet use, as time and staffing permit. Patrons are advised to schedule appointments for more advanced or time-intensive assistance.

Enforcement of Policy

- Violations of this policy may result in warnings, temporary suspension, or permanent loss of library electronic resource privileges, depending on the severity and frequency of violations.
- Temporary suspensions may range from the remainder of the day to 30 days, at the discretion of library staff.
- Users who feel they have been unfairly restricted may appeal the decision by speaking with the Library Director or submitting a written appeal within 30 days of the restriction.

(Adapted from Greenwich Public Library, Hudson Area Association Library and

PPLD) Drafted 7/9/2025

Starr Library

PAYMENT AUTHORIZATION POLICY DRAFT

Purpose

To comply with New York State requirements for board oversight of library expenditures while ensuring timely, secure, and efficient payment of routine and approved expenses.

Scope

This policy applies to all expenditures of Starr Library, including check, ACH, credit card, and online payments.

Policy

1. Board Approval of Claims

All **non-routine claims** must be approved by the Board of Trustees prior to payment, typically through monthly warrant approval.

Non-routine claims include expenses not regularly recurring, not included in the approved budget, or not previously authorized by board vote or contract. Examples: capital purchases, new vendor payments, or one-time consultant fees.

2. Pre-Authorized Routine Payments

To ensure uninterrupted operations, the Board authorizes the Library Director to make timely payments for the following routine expenses, without requiring prior approval from the Treasurer or Board:

- Payroll and payroll-related liabilities
- Utility bills (electricity, gas, water, internet, telephone)
- Credit card statements for authorized purchases
- Budgeted subscriptions, contracts, and recurring services

These payments must be properly documented and presented to the Board in the monthly claims report for review and ratification.

3. Limits and Internal Controls

- Payments over \$5,000 that are not part of a pre-approved contract or resolution must be reviewed and approved by the Board prior to payment.
- The Library Director must maintain a complete, auditable record of all expenditures.

- The Treasurer is not required to pre-approve or co-sign routine payments but may request periodic access to payment records or statements for oversight purposes.

4. Emergency Payments

The Library Director may authorize emergency expenditures not covered above to address time-sensitive needs. The Board must be notified as soon as possible, and documentation must be included in the next claims package.

5. Online and ACH Payments

Starr Library authorizes the use of secure systems such as bank portals, vendor sites, or QuickBooks Online to issue payments.

- ACH payments and online bill pay are permitted for utilities, credit cards, and vendors. ● Online payments may be entered and submitted by the Library Director or a designated staff member under her supervision.
- Payments over \$5,000 must involve dual control, meaning one individual processes the payment, and another reviews it promptly before or as soon as possible after release.

All online payments are subject to the same documentation and reporting requirements as other payments and must be included in the monthly claims package.

6. Fraud Prevention Measures

To minimize risk:

- New vendors must be verified by the Director or designee before payment.
- All invoices must be checked for accuracy, alignment with budgeted expenses, and consistency with services received.
- Segregation of duties should be observed when practical. For high-dollar transactions, oversight must involve at least two individuals (Director, Treasurer, or designated trustee). ● The Treasurer may request access to payment history or financial systems at any time and will receive summary reports monthly or upon request.

Starr Library Board Resolution

Authorization for Routine and Online Payments

operations and avoid service disruptions,

Be it resolved, that the Board authorizes the Library Director and designated staff to issue payments for payroll, utilities, credit card bills, and other recurring budgeted expenses prior to warrant approval, including through secure online or ACH systems.

Payments over \$5,000 shall be subject to dual review or oversight. All emergency payments under Section 4 (Emergency Payments) shall be reported to the board as soon

as possible.

This resolution remains in effect until amended or revoked by the Board.

(References: NY State Comptroller's Guide to Financial Oversight Responsibilities of the Governing Board, Office of the State Comptroller – Online Banking Guidance, NYSED Library Handbook for Trustees, Public Officers Law & General Municipal Law (GML), Sections 103 & 104-b, Beekman Library and LaGrange Association Library)

Adapted and Approved by the Starr Library Board of Trustees: [date]