

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING

Thursday, December 18, 2025, 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. Old Business
 - A. 2026 Budget update
12. New Business
 - A. Vote on officers
 - B. 2026 Closure Dates
13. Public Comment Period
14. Adjournment
15. Executive Session, if necessary

Next Meeting: January 22, 5:30 PM

**STARR LIBRARY BOARD OF TRUSTEES
68 WEST MARKET STREET
RHINEBECK, NY 12572**

NOTICE OF MEETING Thursday, November 20, 2025, 5:30 PM

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

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 comments.

III. Minutes from the October 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 October. Financial information for such period was provided to the Trustees in advance of the meeting. Andrew reported that the financial results to date were tracking the budget for the year. He also 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 for the month of October which had been previously provided to the Trustees in advance of the meeting. Numerous programs were highlighted in her report, including the upcoming "Stamp Your Own Holiday Gift Wrap (Kids)," and the kids cooking class. She noted that the "Balance & Stability with Nancy Needle" program was very popular, as was "Twice Born: Conversation with Hester Kaplan and Polly Kaplan," which had a great turnout. Her report gave further detail on the numerous existing and new programs.

Jaclyn further noted that all three librarians attended the NYLA Conference, which was an interesting and positive event. She also reported on the library funding referendum results.

Statistics for the month of October were included in the Director's Report distributed prior to the meeting.

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 the positive book sale results for the October event. He noted that book sales generated approximately \$23,460 for the year. Everyone thanked Stephen for all the efforts of The Friends in continuing to make the book sales a success.

VII. Claims and Warrants

Andrew 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

There were no Committee reports for the month of November.

IX. Correspondence

Jaclyn stated that there was no correspondence for discussion.

X. Old Business

Jaclyn noted that the Borrowing Rules and Lending Procedures and Credit Card Policy (copies of which had been previously provided to the Trustees) had been discussed at the prior Board of Trustees' meeting. The Trustees did not have any comments. A motion was made to approve each of the foregoing policies, which motion was seconded and unanimously approved.

XI. New Business

There were two items of new Business: the election of new Trustees and the proposed 2026 Budget.

Executive Session

The Board then went into Executive Session to discuss personnel matters related to the election of new Trustees. The Nominating Committee, after engaging in its process, recommended to the Board two trustees to fill two openings on the Board, one for a three-year term and the other to fill the seat of a retiring member for the remaining one-year term of such Trustee. The Trustees interviewed each of the candidates and then discussed their qualifications. After discussion, the Trustees unanimously adopted the resolutions sent forth on Appendix A.

2026 Budget

Jaclyn then led a discussion of the proposed 2026 Budget which had previously been distributed to the Board in advance of the meeting. A discussion ensued among the Board members on each of the main categories of revenue and expense set forth in the budget. All questions asked were appropriately answered. A motion was made to approve the Budget as proposed, which motion was seconded and unanimously approved.

XII. Public Comment

There were no comments.

XIII. Adjournment

There being no other business to conduct, a motion was made to adjourn, which motion was seconded and unanimously approved at 7:05 p.m.

Next Meeting Date: December 18, 2025 at 5:30 p.m.

APPENDIX A

SUBJECT TO APPROVAL AND REVISION

Whereas, in October 2025, Valerie Jacob informed the Chair of the Nominating Committee and President of the Board that she would not stand for re-election to the Board of Starr due to other commitments;

Whereas, in October 2025, Andrew Schulkind informed the Nominating Committee that he would seek re-election as a Board member at the end of his term on December 31, 2025;

Whereas, in October 2025, Jay Burgess informed the Nominating Committee that he would seek re-election as a Board member at the end of his term on December 31, 2025;

Whereas, in November 2025, Eve Wood informed the Chair of the Nominating Committee that she would be resigning from the Board effective January 1, 2026 for personal reasons;

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

Whereas, the Nominating Committee conducted a search for candidates to present to the Board as members given the opening created by Ms. Jacob's decision not to seek re-election and to serve the balance of Ms. Wood's term through December 31, 2026;

Whereas, the Nominating Committee has nominated and recommended to the Board that Ms. Heather Dubuque be elected to the Board of Trustees for a three-year term, commencing January 1, 2026;

Whereas, the Nominating Committee has nominated and recommended to the Board that Mr. Tom Mendl be elected to the Board of Trustees to fill the position created by Ms. Wood's resignation with a term ending on December 31, 2026;

Whereas, to approve such nominations, the Board adopts the following resolutions:

RESOLVED, that Ms. Heather Dubuque is hereby elected and approved as a member of the Board of Trustees of Starr Library for a three-year term ending on December 31, 2028;

RESOLVED, that Mr. Tom Mendl is hereby elected and approved as a member of the Board of Trustees of Starr Library for the balance of Ms. Wood's term ending on December 31, 2026;

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:

	<u>Name</u>	<u>Term Expiration</u>
1.	Erin Humbaugh	December 31, 2026
2.	Laura Reid Charles	December 31, 2026
3.	Tom Mendl	December 31, 2026
4.	Mimi Joh-Carnella	December 31, 2027
5.	Jim Ruderman	December 31, 2027
6.	Al Ragucci	December 31, 2027
7.	Laura Selicaro	December 31, 2027
8.	Jay Burgess	December 31, 2028
9.	Andrew Schulkind	December 31, 2028
10.	Heather Dubuque	December 31, 2028

APPENDIX A

SUBJECT TO APPROVAL AND REVISION

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 resolutions.

Statement of Activity

Starr Library
November 2025

Distribution account	Total
Income	
4005 Restricted Grants	\$250.00
4006 Unrestricted Grants & Donations	\$10,525.45
4007 Programs	
4007.01 Friends' Book & Art Sales	10.00
4007.04 Other Merchandise	27.90
4007.05 Art Sales	-1,225.00
4007.06 Coffee & Tea Services	30.00
4007.07 Room Rentals	175.00
4007.08 Copy Fees	109.25
Total for 4007 Programs	-\$872.85
4008 Library Charges	\$569.44
4009 Interest & Dividends	\$157.97
Total for Income	\$10,630.01
Gross Profit	
\$10,630.01	
Expenses	
5001 Staff Expenses	\$40,095.33
5002 Collection Expenses	
5002.01 Print	\$1,890.15
5002.02 Electronic	\$2,672.55
Total for 5002 Collection Expenses	\$4,562.70
5004 Building & Equipment	
5004.030 Utilities	\$392.10
5004.09 Other B&E Expenses	\$4,612.66
Total for 5004 Building & Equipment	\$5,004.76
5005 Miscellaneous	
5005.016 Summer Reading	262.30

Statement of Activity

Starr Library
November 2025

Distribution account	Total
5005.01 Program Expenses	\$693.66
5005.03 Fundraising Expenses	\$10.66
5005.04 Mid-Hudson Library System	2,432.10
5005.07 Reimbursable Fees & Expenses	79.85
5005.09 Office Supplies	658.74
5005.11 Equipment/Technology	107.54
5005.13 Bank Service Charges	\$0.62
5005.14 Advertising & Marketing	\$127.00
5005.80 Trustee Expenses	16.99
Total for 5005 Miscellaneous	\$4,389.46
Total for Expenses	\$54,052.25
Net Operating Income	-\$43,422.24
Net Other Income	
Net Income	-\$43,422.24

Starr Library

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

January - November, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	464,987.10	464,800.00	187.10	100.04 %
Total 4001 Local Public Funds	464,987.10	464,800.00	187.10	100.04 %
4002 MHLS Cash Grants	2,160.00	2,100.00	60.00	102.86 %
4005 Restricted Grants				
4005.01 Friends of Starr Library	25,500.00	25,000.00	500.00	102.00 %
4005.03 Arts Mid-Hudson	0.00		0.00	
4005.05 Roger Phillips Concerts	1,006.50		1,006.50	
4005.11 Sponsored	200.00		200.00	
4005.80 Other Restricted Grants		0.00	0.00	
Total 4005 Restricted Grants	26,706.50	25,000.00	1,706.50	106.83 %
4006 Unrestricted Grants & Donations	101.05		101.05	
4006.01 Annual Appeal	17,224.38	55,000.00	-37,775.62	31.32 %
4006.02 Unsolicited Donations	22,457.41	15,000.00	7,457.41	149.72 %
4006.03 Galas & Auctions	59,608.27		59,608.27	
Total 4006 Unrestricted Grants & Donations	99,391.11	70,000.00	29,391.11	141.99 %
4007 Programs	5,986.59	3,000.00	2,986.59	199.55 %
4008 Library Charges	2,672.73	2,000.00	672.73	133.64 %
4009 Interest & Dividends	3,316.44	2,000.00	1,316.44	165.82 %
4010 Distributions from Endowment		56,000.00	-56,000.00	
4500.07 Transfer from MM to Checking (deleted)	0.00		0.00	
Total Revenue	\$605,220.47	\$624,900.00	\$ -19,679.53	96.85 %
GROSS PROFIT	\$605,220.47	\$624,900.00	\$ -19,679.53	96.85 %
Expenditures				
5001 Staff Expenses	400,687.31	441,500.00	-40,812.69	90.76 %
5002 Collection Expenses				
5002.01 Print	31,124.64	37,500.00	-6,375.36	83.00 %
5002.02 Electronic	21,441.96	25,000.00	-3,558.04	85.77 %
5002.03 Other	1,110.20	1,200.00	-89.80	92.52 %
Total 5002 Collection Expenses	53,676.80	63,700.00	-10,023.20	84.26 %
5004 Building & Equipment				
5004.01 B&E Repairs	8,248.57	10,000.00	-1,751.43	82.49 %
5004.030 Utilities	20,212.26	26,750.00	-6,537.74	75.56 %
5004.04 Commercial Insurance	9,895.49	13,000.00	-3,104.51	76.12 %
5004.09 Other B&E Expenses	40,043.03	36,250.00	3,793.03	110.46 %
Total 5004 Building & Equipment	78,399.35	86,000.00	-7,600.65	91.16 %
5005 Miscellaneous				
5005.01 Program Expenses	7,028.34	8,500.00	-1,471.66	82.69 %
5005.016 Summer Reading	1,760.64		1,760.64	
5005.02 Professional Fees	391.69	4,000.00	-3,608.31	9.79 %
5005.03 Fundraising Expenses				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.031 Annual Appeal	146.00	2,000.00	-1,854.00	7.30 %
5005.033 Gala	9,183.92		9,183.92	
5005.034 Other Fundraising Expenses	3,409.00	3,700.00	-291.00	92.14 %
Total 5005.03 Fundraising Expenses	12,738.92	5,700.00	7,038.92	223.49 %
5005.04 Mid-Hudson Library System	11,050.40	9,500.00	1,550.40	116.32 %
5005.07 Reimbursable Fees & Expenses	234.19		234.19	
5005.09 Office Supplies	2,908.17	1,000.00	1,908.17	290.82 %
5005.11 Equipment/Technology	461.51	1,000.00	-538.49	46.15 %
5005.13 Bank Service Charges	309.53		309.53	
5005.14 Advertising & Marketing	2,176.80	2,000.00	176.80	108.84 %
5005.17 Dues & Subscriptions	1,000.00	720.00	280.00	138.89 %
5005.80 Trustee Expenses	1,070.89		1,070.89	
Total 5005 Miscellaneous	41,131.08	32,420.00	8,711.08	126.87 %
5005.85 Grant Expense	2,399.70		2,399.70	
ScanSnap Home	0.00		0.00	
Total Expenditures	\$576,294.24	\$623,620.00	\$ -47,325.76	92.41 %
NET OPERATING REVENUE	\$28,926.23	\$1,280.00	\$27,646.23	2,259.86 %
Other Expenditures				
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	\$3,607.78	\$1,280.00	\$2,327.78	281.86 %

DIRECTOR'S REPORT

Dec. 15, 2026

UPCOMING CALENDAR HIGHLIGHTS

- **1/12:** Queer Revolutionary: The Trials of Robert Newburgh (Monthly virtual DCLA Programs)
- **1/13:** Getting Organized Despite Yourself: Bullet Journaling with Jaclyn Savolainen
- **1/15:** Queer Horror Book Club: Carmilla by Joseph Sheridan Le Fanu
- **1/27:** Starr Library Book Club: Book Twins on Prison/Incarceration

PROGRAMS

- **Special Past Events:** **11/24:** The Complete Bone and Joint Health Plan with Sydney Nitzkowski; **12/8:** Wrecked and Abandoned: Virtual History Talk with the Hudson Maritime Museum (**DCLA**); **12/9:** Cooking Club: Holiday Cookie Party!! & Starr Library Book Club Holiday Party; **12/15:** Natural Burial Practices with Suzanne Kelly; **12/17:** Queen of Bohemia Predicts Own Death: Gilded Age Journalist Zoe Anderson Norris
- **Outside Groups & Partnerships:**
 - Rhinebeck @ Home; C-SPAN; Hudson Maritime Museum/DCLA
- **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, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Mahjong, Teen Tech, Starr Stitchers, Storytime with Robbie, 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 (ended 9/25)

PATRON SERVICES

- New welcome brochures for new cardholders
- Pop up art sale library fundraiser
- Swapped a couch and table in the corners of the main reading room to encourage adults not to sit in the teen area
- Moved a computer from children's area to adult
- Display on animal tracks in children's wing
- Unusual Patron Interaction Log

FUNDING

- Annual Appeal letters went out Nov 18. From Oct. 1 to Dec. 12, we received \$37k in donations. Since the beginning of 2025, we have received a total of \$61k in unrestricted donations (not counting the benefit).
- Our Giving Tuesday campaign on social media didn't generate much response. That field may be saturated and not worth doing.
- The Rhinebeck Garden Club sold 29 wreaths (we kept one for the library) and donated all the proceeds to the library.

TRUSTEE EVENTS

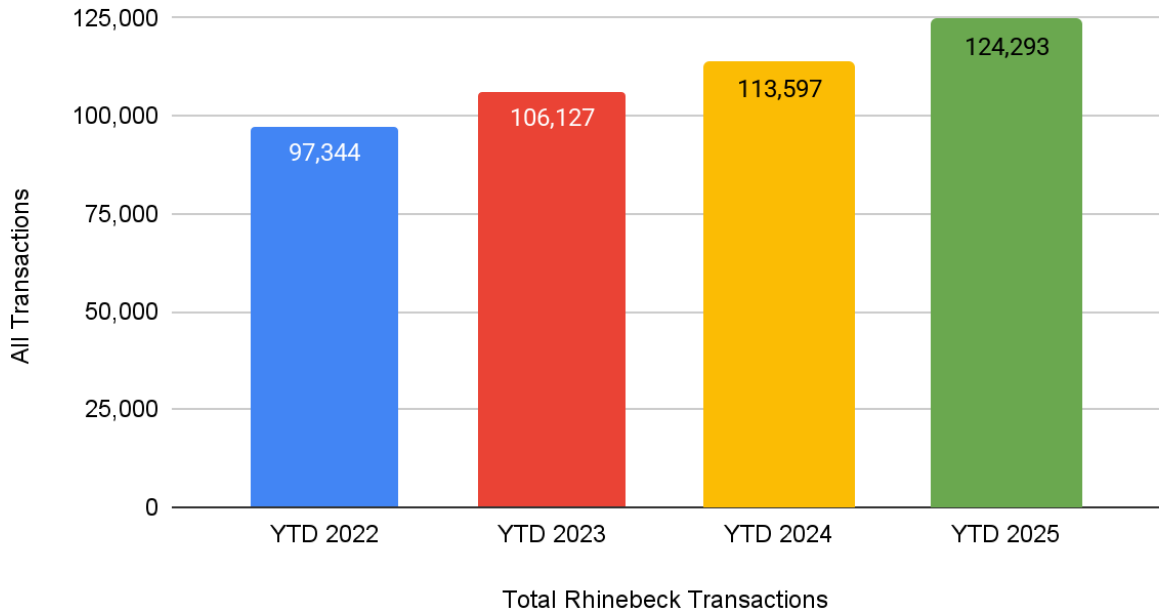
- [Trustee Handbook Book Club: Open Meetings Law](#)—Jan. 27, 5:00 PM, register for [online link](#)

STATISTICS

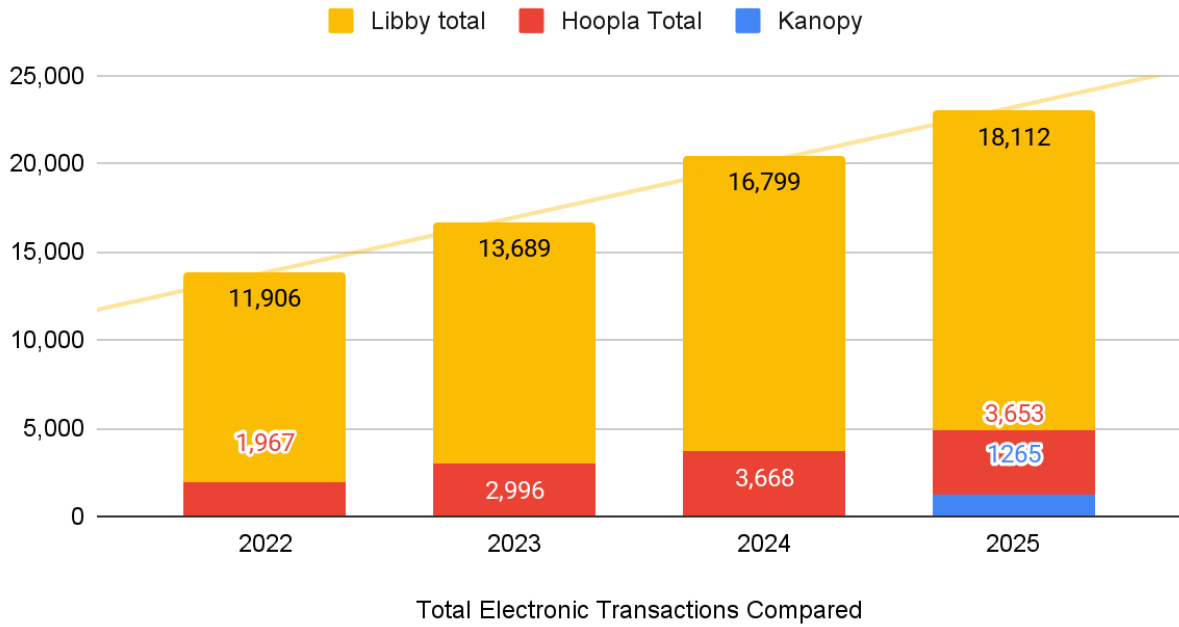
Attendance	July(rev)	Aug(rev)	Sep (rev)	Oct (rev)	Nov
Adult & multi-age ongoing programs	983	744	970	1192	523
Children's/YA programs	631	661	397	173	206
Outside groups - reserved rooms	33	74	54	77	710
Total attendance*	1647	1479	1421	1442	1439

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

Total Circulation Transactions (Physical)



Digital Borrowing (Jan-Oct)



Holiday Calendar

2026 Proposed Library Closure Dates

Thursday, January 1 New Year's Day
Monday, January 19 MLK Jr Day
Monday, February 17 Presidents' Day
Sunday, April 5, Easter
Monday, May 25 Memorial Day
Friday, June 19 Juneteenth
Saturday, July 4 Independence Day
Monday, September 7 Labor Day
Thursday, November 26 Thanksgiving
Friday, November 27 Native American Peoples Day
Thursday, December 24 CLOSE EARLY
Friday, December 25 Christmas
Thursday, December 31 CLOSE EARLY

2025 Approved Library Closure Dates

Wednesday, January 1 New Year's Day
Monday, January 20 MLK Jr Day
Monday, February 17 Presidents' Day
Sunday, April 20, Easter
Monday, May 26 Memorial Day
Thursday, June 19 Juneteenth
Friday, July 4 Independence Day
Monday, September 1 Labor Day
Thursday, November 27 Thanksgiving
Friday, November 28 Native American Peoples Day
Wednesday, December 24 CLOSE EARLY
Thursday, December 25 Christmas
Wednesday, December 31 CLOSE EARLY

Instead of closing on Indigenous Peoples Day (Columbus Day) and Veterans Day, we close the day after Thanksgiving, and close early on Christmas Eve and New Year's Eve.