

STARR LIBRARY BOARD OF TRUSTEES

68 W. Market Street
Rhinebeck, Ny 12572

NOTICE OF MEETING
Wednesday, July 8, 2026, 5:30 PM

AGENDA

1. Call to Order and Review of Agenda
2. Public Comment Period
3. Secretary's Report
4. Treasurer's Report
5. Claims and Warrants
6. Director's Report
7. Friends Report
8. Standing Committee Reports and Anticipated Action Items
9. Ad Hoc Committee Reports
10. Correspondence
11. Old Business
 - a. Bulletin Board Posting and Display Policy - second read
 - b. Public Relations Policy - second read
 - c. Rhinebeck Porchfest
 - d. Board Long Range Plan
12. New Business
 - a. Collection Development Policy Rewrite - first read
 - b. Local Authors Materials Selections Policy - first read
 - c. Public Comment and Meeting Conduct Policy - first read
 - d. Bylaws Revisions
13. Public Comments
14. Executive Session (if needed)
15. Adjournment

Next Meeting Date: August 27, 2026, at 5:30 p.m.

[Link to Public Comment and Meeting Conduct Policy](#)

SUBJECT TO APPROVAL

STARR LIBRARY BOARD OF TRUSTEES

68 W. Market Street
Rhinebeck, NY 12572

MEETING MINUTES

Thursday, May 28, 2026, 5:30 P.M.

Trustees Present: Jay Burgess, Laura Charles, Heather Dubuque, Erin Humbaugh, Mimi Joh-Carnella, Tom Mendl, Al Ragucci, Jim Ruderman, Laura Selicaró, Andrew Schulkind, and Director Jaclyn Savolainen. No representative attended on behalf of the Friends.

1. Call to Order and Review of Agenda: Andrew, President of the Board, called the meeting to order at 5:32 p.m.
2. Public Comment Period: There were no comments.
3. Secretary's Report: Jay noted that there were no comments on the draft minutes for the last regularly scheduled Board meeting or a May 13 special meeting of the Board. The draft minutes were previously distributed to the Trustees. A motion was made to approve the minutes. The motion was seconded and unanimously approved.
4. Treasurer's Report: Jim presented the report for April. Financial information for the month was advanced to the Trustees. Jim reported that the financial results to date were continuing to show more expenses than income. He noted that this state remains because a voter-approved \$82,000 funding increase for the Library was not collected in the tax levy by the Town. It was stated that fundraising to fill this gap is underway and showing promising early results. He updated the Trustees on balances in the Library's bank and investment accounts.
5. Director's Report: Jaclyn provided the report for May. The report was sent to the Trustees prior to the meeting. She began by encouraging the Trustees to join the Friends of Starr Library and to sign up as volunteers for the upcoming Friends book sale. Numerous upcoming programs were highlighted, including May 30 *Birdwatching Walk with the Waterman Bird Club*, June 6 *Reiki Pop-Up*, and June 18 *Bullet Journaling Revisited*. Information was shared about America at 250 programming coming for July. Jaclyn also shared details about Summer Reading initiatives.

Among recently held events, the last concert which attracted 137 people was stated to be the biggest crowd yet for the series.

Jaclyn reviewed statistics for April, noting that the most recent trend lines are showing a slight decrease in borrowing of physical items, while a strong increase can be seen with use of digital materials.

For funding initiatives, Jaclyn indicated that the Library has applied for discretionary funding through the office of Assembly Member Shrestha. A discussion ensued among the Trustees about the above topics and the Director's report. All questions asked were appropriately answered.

6. Friends Report: No representative attended for the Friends.
7. Claims and Warrants: Jim presented the items to the Board. A motion was made to approve the claims and warrants. The motion was seconded and passed unanimously.
8. Standing Committee Reports: Erin stated that the Fundraising Committee met to discuss a June 25 fundraising event at Foster's Coach House to help close the funding gap from the recent tax levy. The Committee also is looking at a possible fall open house at the Library. Heather is preparing a long-term fundraising plan and calendar to guide these efforts going forward.
9. Ad Hoc Committee Reports: There was nothing to report for these committees.
10. Correspondence: Jaclyn indicated that there was no specific correspondence to discuss, but she related, and Andrew affirmed, that in the community, residents frequently express appreciation and affection for the Library.
11. Old Business:
 - a. The Confidentiality Agreement for Trustees was given a second read. A motion was made to approve the agreement. The motion was seconded and unanimously approved.
 - b. For the 414 petition, a motion was made to accept the petition signatures and forward them to the Town Clerk. The motion was seconded and unanimously approved.
12. New Business
 - a. Some details and event logistics were shared about the June 25 fundraising event to be held at Foster's Coach House. A discussion occurred between the Trustees. All questions asked were appropriately answered.
 - b. The Bulletin Board Posting and Display Policy was advanced to the Trustees for a first read.
 - c. The Public Relations Policy was advanced to the Trustees for a first read.
 - d. The Trustees were presented prior to the meeting a Memo of Understanding for Starr Library to act as a fiscal sponsor for Rhinebeck's Porchfest. The Library would become the charitable recipient of funds raised through the event. Nancy McKay, who organizes Porchfest, shared details about the event and its history and how the intent is to provide strong support to the Library. A discussion occurred between the Trustees and Nancy. All questions asked were appropriately answered. A motion was made for the Library to become the fiscal

sponsor, contingent upon some insurance particulars being resolved and the MOU being executed. The motion was seconded and unanimously approved.

- e. Heather shared that a group of the Trustees had worked together to draft a Long Range Plan for the Board. This document is intended to be a guide to shape a strategic plan for establishing and realizing Board goals. The Long Range Plan will be circulated to the Trustees by Andrew.

13. Public Comments: There were no comments.

14. Executive Session: There was no executive session.

15. Adjournment: There being no other business to conduct, a motion was made to adjourn. The motion was seconded and unanimously approved at 7:15 p.m.

Next Meeting Date: Because the June meeting will not occur due to the June 25 Foster's event, a special June/July meeting will be held on July 8, 2026, at 5:30 p.m.

Starr Library

Budget vs. Actuals

January - May, 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
4001 Local Public Funds	464,800.00	546,800.00	85.00 %
4002 MHLS Cash Grants	240.00	2,100.00	11.43 %
4005 Restricted Grants	26,887.00	35,000.00	76.82 %
4006 Unrestricted Grants & Donations	45,690.09	83,000.00	55.05 %
4007 Programs	3,360.43	5,000.00	67.21 %
4008 Library Charges	-451.58	2,000.00	-22.58 %
4009 Interest & Dividends	1,691.87	3,000.00	56.40 %
4010 Distributions from Endowment		45,000.00	
4500 Transfers In	0.00		
Total Revenue	\$542,217.81	\$721,900.00	75.11 %
GROSS PROFIT	\$542,217.81	\$721,900.00	75.11 %
Expenditures			
5001 Staff Expenses	180,818.07	490,469.00	36.87 %
5002 Collection Expenses	26,870.98	67,000.00	40.11 %
5004 Building & Equipment	41,324.06	99,530.00	41.52 %
5005 Miscellaneous			
5005.01 Program Expenses	3,670.36	12,000.00	30.59 %
5005.02 Professional Fees	643.74	10,000.00	6.44 %
5005.03 Fundraising Expenses	2,705.49	7,250.00	37.32 %
5005.04 Mid-Hudson Library System	7,206.30	13,320.00	54.10 %
5005.07 Lost Book Expense	118.00		
5005.08 Postage & Freight	9.16		
5005.09 Office Supplies	693.80	3,200.00	21.68 %
5005.11 Equipment/Technology	119.92	3,000.00	4.00 %
5005.13 Bank Service Charges	140.24	1,800.00	7.79 %
5005.14 Advertising & Marketing	1,103.96	2,500.00	44.16 %
5005.17 Dues & Subscriptions	845.00	1,000.00	84.50 %
5005.82 Reimbursable Trustee Expenses	50.00		
Total 5005 Miscellaneous	17,305.97	54,070.00	32.01 %
Total Expenditures	\$266,319.08	\$711,069.00	37.45 %
NET OPERATING REVENUE	\$275,898.73	\$10,831.00	2,547.31 %
Other Revenue			
4500.11 NYS Legislature Technology Upgrade Grant	20,000.00		
4500.12 Thomas Trust Parking Lot Accessibility Grant	10,000.00		
Total Other Revenue	\$30,000.00	\$0.00	0.00%
Other Expenditures			
5006 Expansion		0.00	
Total Other Expenditures	\$0.00	\$0.00	0.00%
NET OTHER REVENUE	\$30,000.00	\$0.00	0.00%
NET REVENUE	\$305,898.73	\$10,831.00	2,824.29 %

Starr Library

Statement of Activity
May 2026

	Total
Revenue	
4005 Restricted Grants	
4005.01 Friends of Starr Library	
4005.012 Summer Reading	1,800.00
4005.017 Water	500.00
4005.019 Electronic Material	10,000.00
Total for 4005.01 Friends of Starr Library	\$12,300.00
4005.11 Sponsored Author	200.00
Total for 4005 Restricted Grants	\$12,500.00
4006 Unrestricted Grants & Donations	\$31,376.41
4007 Programs	\$270.00
4008 Library Charges	\$158.87
4009 Interest & Dividends	\$384.75
4500 Transfers In	0.00
Total for Revenue	\$44,690.03
Gross Profit	\$44,690.03
Expenditures	
5001 Staff Expenses	\$35,266.73
5002 Collection Expenses	\$7,875.42
5004 Building & Equipment	\$9,274.56
5005 Miscellaneous	
5005.01 Program Expenses	\$241.61
5005.02 Professional Fees	\$540.00
5005.03 Fundraising Expenses	
5005.034 Other Fundraising Expenses	\$4.64
Total for 5005.03 Fundraising Expenses	\$4.64
5005.07 Lost Book Expense	10.00
5005.09 Office Supplies	40.00
5005.14 Advertising & Marketing	\$50.00
5005.17 Dues & Subscriptions	250.00
5005.82 Reimbursable Trustee Expenses	-100.00
Total for 5005 Miscellaneous	\$1,036.25
Total for Expenditures	\$53,452.96
Net Operating Revenue	-\$8,762.93
Net Revenue	-\$8,762.93

DRAFT DIRECTOR'S REPORT

July 3, 2026

UPCOMING CALENDAR HIGHLIGHTS

- Sat., July 18th, 11am - [Rocks Rock! Rock Painting with Katy Kollar](#)
- Sat, July 18th, 4:30pm - [Roger Phillips Concerts: The Wanda Houston Project](#)
- Fri.-Sat, July 24th & 25th - [Friends of Starr Library Book Sale](#)
- Wed, July 22nd, 6pm - [Whose News Can We Use? A Conversation About Bias in the Media with Braver Angels](#)

America 250 Programming

- Mon., July 13th, 3:30pm - [By the People: The American Revolution in Context](#) (LoC Transcription Project)
- Thurs., July 30th, 6:30pm - [Robert Kalman: What's It Like For You to Be An American](#) (Photography Book Event)
- Tues., August 11th, 6:45pm - [Rhinebeck Legion Band Concert](#)
- Aug-September (date TBD) - Thomas Wermuth - *Fire and Freedom: The American Revolution in New York* (Author Talk)

RECENT PROGRAMS

- **Special Past Events**
 - **5/30:** Birdwatching Walk with the Waterman Bird Club; **6/2:** Poetry Reading w/ Tracey Knapp and Geo Kuffner; **6/6:** Reiki Pop-Up with Cindi & Co.; **6/9:** Starr Supper Club: Tutti Frutti with Brooke; **6/10 & 6/17:** Travel Sketching in the Neighborhood with Vaea Dang; **6/18:** Bullet Journaling with Jaclyn; **6/20:** Balance & Stability Workshops; **6/20:** Professor Louie & the Crowmatix Concert; **6/24:** Open Studio Drawing with Christine; **6/29:** Staying Safe Online with Michelle
- **Regular Programs:**
 - **NEW:** *Open Studio Drawing with Christine Livesey*
 - **ONGOING:** All Abilities Story & Craft, Brain Games, Chair Yoga, Laughing Stocks: Investment & Finance Discussion, Lego Hour,, Mahjong, Memoir Writing, Music & Movement, Mystery Book Club, Nerds @ Nite, Parkinson's Support Group, Qigong, Queer Horror Book Club, Rhinebeck Parents Meetup, Scrabble, Sound Meditation, Starr Book Club, Starr Stitchers, Starr Supper Club, Starr Tech Voyager, Storytime, Table Tennis Club, Teen Tech

PATRON SERVICES

- We set up a temporary children's area with bean bags, coloring, and new books while the children's wing is closed for insulation work.

- [Battle of the Books](#) - 6 kids on our team, 24 libraries participating across the Mid-Hudson System. Meeting weekly with Will to read, discuss, and practice for the challenge on September 19th. We bought copies of all the books from Oblong.

BUILDING & GROUNDS

- HVAC - 3 minisplits installed upstairs, 2 downstairs, 2 outdoor condensers
- Insulation in progress as of July 2
- Painting trim and dormers on 1976 side
- Restored back handrail
- Filled and seeded "pond"

STAFF

- June staff meeting

FUNDING

- \$30,000 grant approved for operating expenses by Assemblymember Sarahana Shrestha
- Congratulations on a successful fundraising campaign to undo the snafu!

TRUSTEE EVENTS

- None

OTHER

- Attended DCLA meetings in Beekman and Wappingers
- Attended DA meeting at MHLS in Poughkeepsie

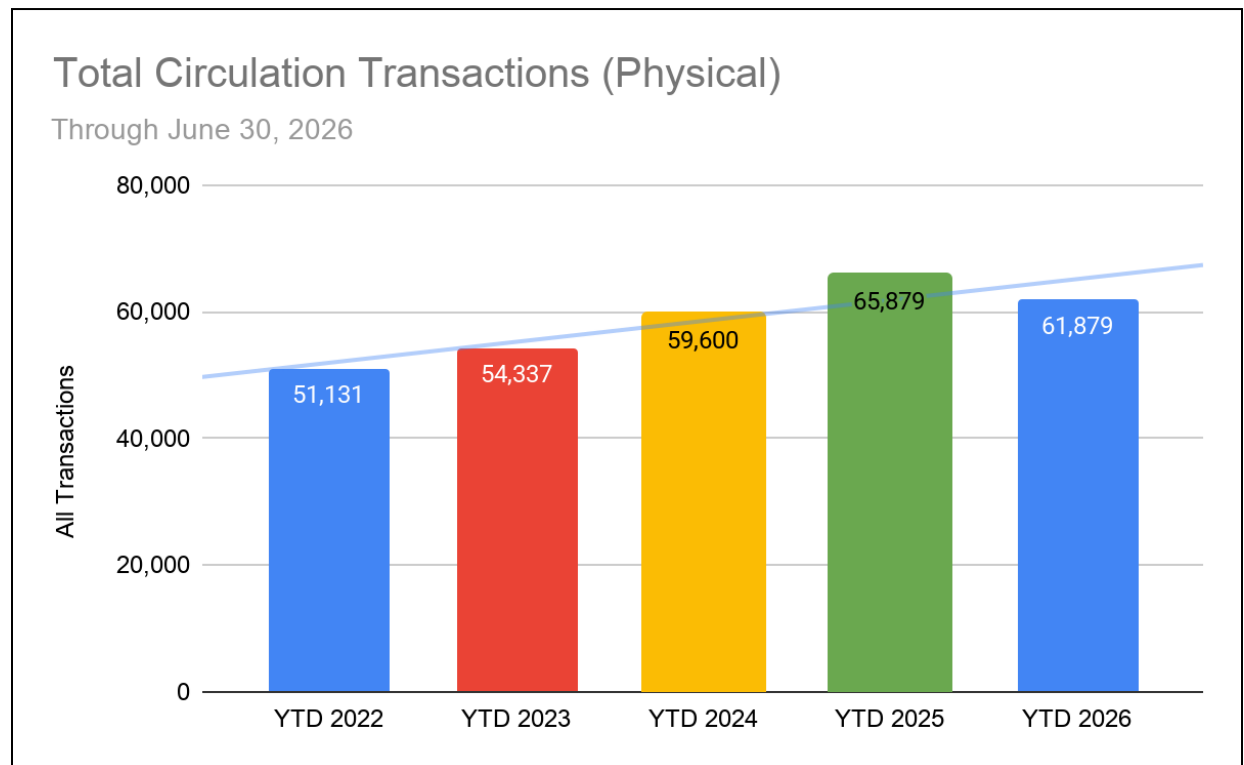
EVENTS TO PROMOTE

- [Dinosaur Dig!](#) - Summer Reading Program. July 6 - August 14.
 - This summer, the Red Hook Public Library, Tivoli Free Library, Clinton Community Library, Starr Library, and Morton Memorial Library teamed up with local businesses and Chambers of Commerce to put together a paleontology themed scavenger hunt. Visit libraries, explore local businesses, attend events, and complete fun challenges to earn points and prizes.
- Please help promote the [Braver Angels conversation about media bias](#) on July 22nd within your networks/other organizations and consider participating yourselves. We need four people to kick off the conversation.
- **July 30th, 6:30pm** - [Robert Kalman: What's It Like For You to Be An American](#)

STATISTICS

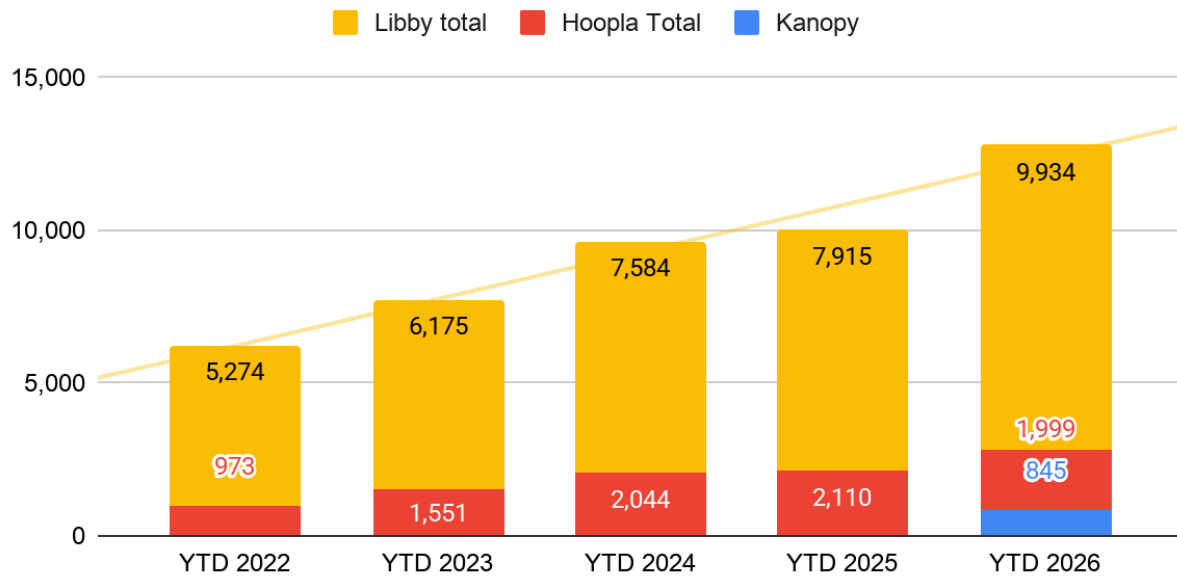
Attendance	Feb	March	Apr	May
Adult & multi-age ongoing programs	527	1183	826	685
Children's/YA programs	199	270	304	192
Outside groups - reserved rooms	74	120	84	62
Total attendance*	800	1573	1214	939

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



YTD Digital Borrowing

Through May 31, 2026



Digital borrowing statistics are through May 31, 2026.

BULLETIN BOARD POSTING AND MATERIALS DISPLAY POLICY REWRITE

COVER MEMO

I am sharing a revised draft of the Bulletin Board Posting and Materials Display Policy for your review and consideration. The current policy, last revised in 2013, is brief and has served the library well, but leaves several areas open to interpretation and does not fully reflect current practice.

The proposed revision maintains the original intent—to provide space for community information—while offering clearer guidance for staff and more consistency in how materials are evaluated and displayed. Key updates include:

- **Clearer and more objective criteria for approval**
The current policy gives broad discretion to the Library Director without defined standards. The revised version ties decisions to specific criteria, helping ensure consistency and transparency.
- **More precise definition of permitted and prohibited materials**
The existing policy generally excludes materials that do not fit the library's "role as a source of community information," which is open to interpretation. The revised policy replaces this with more clearly defined categories of what is and is not permitted.
- **Limited flexibility for certain for-profit services**
The current policy effectively excludes all commercial materials. The revision allows, space permitting, business cards or flyers for educational and cultural services (such as tutoring or arts instruction), reflecting common community needs while maintaining appropriate limits.
- **Clarification regarding materials from religious organizations**
The revised policy clarifies that materials are evaluated based on the nature of the event (e.g., cultural or educational vs. worship-focused), rather than the identity of the sponsoring organization. This reflects current practice and helps ensure consistency.
- **Additional operational guidance**
The revised policy includes provisions that are not addressed in the current version, such as limits on size and duration of postings, removal of outdated materials, and an appeal process for denied submissions.

- **Stronger non-endorsement and neutrality language**

While the current policy notes that postings do not imply endorsement, the revised version strengthens this language and clarifies that decisions are made using consistent, viewpoint-neutral criteria.

Overall, these updates are intended to support staff in making fair, consistent decisions and to ensure the library continues to serve as a welcoming and reliable source of community information.

I welcome any feedback or suggested revisions. – Jaclyn

CURRENT POLICY

STARR LIBRARY POLICY ON BULLETIN BOARD POSTINGS

The library will make available bulletin board and materials display space in its role as a source of community information. Space is made available under the following conditions:

1. Emphasis is on local news and events.
2. Posted events should occur within 30 days.
3. The library director or designee must approve all material to be posted. Final determination on the display of material will be by the library Director.
4. Certain restrictions apply to the materials that are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information, including partisan election material.
5. Posting of materials does not imply endorsement by Starr Library. The library will not be responsible for the care or preservation of any materials displayed under this policy.

Adopted by Starr Library Board of Trustees, May 17, 2004

Revised 11/2013 Approved by Board of Trustees 12/2013

DRAFT REWRITE

Starr Library

BULLETIN BOARD POSTING AND MATERIALS DISPLAY POLICY

Purpose

Starr Library provides bulletin board and pamphlet display space as a limited public forum for the sharing of community information. Materials may be displayed in accordance with the criteria outlined in this policy.

Policy

- 1. Approval of Materials**

All materials must be submitted to the Library Director or designee for review and approval based on the criteria in this policy. Approved materials will be stamped and dated by library staff. Materials posted without approval will be removed. Approval of materials does not constitute endorsement by Starr Library of any organization, event, or viewpoint.

- 2. Eligible Content**

Materials should relate to local cultural, educational, civic, or informational activities, including events, services, and opportunities offered by non-profit organizations, schools, government agencies, and local employers.

- 3. Timeframe**

Posted events must occur within 30 days of the posting date.

- 4. Priority of Space**

When space is limited, priority will be given to materials that promote free events or services and those located within or near the library's chartered service area.

- 5. Space and Quantity Limits**

The library may limit the size, number, and duration of posted materials to ensure equitable access to available space.

- 6. Retention of Materials**

The library may retain copies of submitted materials for its records.

- 7. Restrictions and Limitations**

The following materials are not permitted:

- Partisan political campaign materials intended to support or oppose a candidate or ballot measure

- Petitions
- Solicitations for fundraising or sales unrelated to a community event or service
- Surveys requesting personal information
- Commercial advertising for for-profit products or services, except as provided below
- Materials promoting events or services whose primary purpose is religious worship, instruction, or proselytizing

8. Limited Exception for Educational and Cultural Services

The Library may, at its discretion and as space allows, permit the display of business cards or flyers for for-profit services that are primarily educational, cultural, or enrichment-based in nature (such as tutoring, arts instruction, or educational programs). Priority will continue to be given to non-profit and free community offerings.

9. Materials from Religious Organizations

Materials from religious organizations may be permitted if the content of the event or service is primarily educational, cultural, or community-focused in nature. Determinations will be based on the primary purpose of the event as presented in the submitted materials.

10. Viewpoint Neutrality

Decisions regarding the display of materials will be made in a viewpoint-neutral manner based solely on the criteria outlined in this policy.

11. Removal of Materials

Materials will be removed by library staff after the event date or after 30 days, whichever comes first. The library reserves the right to remove materials that are outdated, damaged, or exceed available space.

12. Appeals

Individuals or organizations whose materials are denied may request a review of the decision by the Library Director. Final determinations may be appealed to the Board of Trustees or its designee.

13. Liability

Starr Library assumes no responsibility for the content of materials posted or distributed and does not guarantee the accuracy of such information.

(Adapted from Hudson Area Library, Millbrook Library, and Brewster Public Library.)

PUBLIC RELATIONS POLICY

COVER MEMO TO GOVERNANCE

Starr Library has not previously had a formal policy in this area, and this draft is intended to provide clear, practical guidance for how we communicate with the public and the media.

The policy is designed to be concise and flexible while addressing a few key areas that are increasingly important:

- Clarifying roles in media relations, including when the Library Director or Board President may serve as spokesperson
- Establishing a consistent review and approval process for public communications, while allowing for appropriate staff delegation
- Providing updated guidance for social media use and moderation
- Reinforcing the importance of distinguishing between personal views and official Library positions

This draft draws on policies from peer libraries, including Millbrook Library and Kent Public Library, and has been adapted to reflect our structure and day-to-day operations.

Our goal is to ensure clear, consistent, and mission-aligned communication, while also protecting the Library and Board from potential misunderstandings or risk.

Starr Library

PUBLIC RELATIONS POLICY

Purpose

The public relations goals of Starr Library are to promote community awareness and active participation in library services and programs, and to develop public understanding and support of the Library and its role in the community.

General Principles

The Board of Trustees recognizes that public relations involve every person connected with the Library. Trustees, staff, and volunteers represent the Library at every point of public contact. Courteous, responsive, and equitable service is the foundation of effective public relations.

Trustees and staff should be mindful, when speaking in public or online, to distinguish between personal views and official Library positions.

Authority and Responsibility

The Library Director is responsible for the development and coordination of the Library's public relations efforts and for ensuring that communications are accurate, consistent, and aligned with the Library's mission.

Public relations materials, including press releases, announcements, and official communications, must be reviewed and approved by the Library Director or their designee.

The Director may delegate responsibility for creating and distributing communications to appropriate staff, while retaining overall oversight.

Media Relations

The Library Director serves as the primary spokesperson for the Library and is responsible for responding to media inquiries related to library operations, services, and programs.

The Board President, or their designee, may serve as spokesperson on matters of Board governance, policy, or official Board actions.

All media inquiries should be referred to the Library Director, who will coordinate responses and consult with the Board President as appropriate to ensure accurate and consistent communication, particularly on matters involving both operational and governance considerations.

Staff may provide general information about library services and programs in the course of their work but should not represent their comments as official statements unless authorized to do so.

Public Communications

The Library communicates with the public through a variety of channels, including print materials, its website, email communications, and digital platforms. Communications should be clear, accurate, and consistent with the Library's mission and values.

Use of the Library's name, logo, or branding in external communications or partnerships must be approved by the Library Director or their designee.

Social Media

Social media is defined as any web-based tool, such as a blog, online forum, content-sharing website, mobile app, or other digital channel established for online interaction and connection. The Library maintains a presence on selected social media platforms as part of its public relations efforts.

The Library's social media accounts are intended to support its mission by sharing information about services, programs, and community resources. These accounts are not intended to serve as open public forums.

The Library reserves the right to monitor and moderate content on its social media platforms. Comments and posts may be removed, and users may be blocked, for the following:

- Obscene, defamatory, or contains hate speech
- Personal attacks, harassment, or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Commercial messages or spam
- Comments pertaining to organized political/partisan activities/views
- Materials that are off-topic or not related to the purpose of the Library's social media presence
- Postings made through a falsification of identity
- Any illegal activity
- Solicitation for donations, memberships, or services requiring a fee for any non-library purpose
- Photos, links, or media that fall into any of the above categories

The Library will make reasonable efforts to apply these guidelines consistently and in alignment with its mission. Violators of this policy may have their user profiles blocked.

Emergency and Crisis Communications

In the event of an emergency or crisis situation, official statements to the public and media will be made by the Library Director, Board President, or their designee.

The Library Director will coordinate internal and external communications and will advise staff regarding what information may be shared.

If the Library must close due to an emergency or inclement weather, notice will be provided through appropriate channels, including the Library's website and social media platforms.

Adoption Note

This policy is adapted in part from policies used by peer public libraries, including Millbrook Library and Kent Public Library.

The Starr Library Empowering Growth Document

May 2026

CRUX:

At a pivotal moment of expansion and growth, the Starr Library Director, Staff, and Board of Directors need to make fiscally responsible, aligned, and strategically sound decisions that empower the growth and future of the library—for decades to come.

The question we're asking ourselves is: what does a thriving Starr Library look like now AND in the future?

What we (as a team) collectively say “yes” to regarding programming, staffing, building improvements/repairs, expansions, and beyond is as important as what we say “no” to. Sometimes we need to say “no” so that we can say “yes” to what is most important.

CONTEXT:

- The Starr Library’s current building is aging. The interior needs a refresh; there are numerous major expense items that need to be addressed for the building’s longevity (HVAC, Roof, Parking, etc.), and the library is bursting at the seams (in a good way!) with programming, materials, and people.
- The Starr Library doesn’t just attract individuals within our boundary lines; it also attracts households from neighboring communities like Red Hook, Staatsburg, and Hyde Park. This is not unlike the other libraries throughout the Hudson Valley.
- The Staff and Board of Directors seek to maintain and build upon an already existing welcoming environment for all members of the community, including those living beyond our town’s borders.
- In 2019, the Library Board of Trustees voted to begin an expansion project based on the library’s current and future needs and the community’s desires.
- The goal is to create a space that meets the community’s needs, aligns with the library’s Mission and Vision, and fits within the library’s financial capabilities.

PURPOSE:

To empower the Director, staff, and board to make key decisions about programming, design future strategic plans, and address building and maintenance needs in alignment with the library’s mission, vision, and long-term goals.

It is a primary responsibility of the Starr Library’s Director and Board of Trustees to make decisions based on healthy stewardship of the funds received by the library. Together, they work to fuel the mission and vision, creating a pathway for long-term growth and achievement.

RESOURCES:

This document was created from the community surveys and the Starr Library's Long-Range Plan 2026 – 2030.

Mission

We inspire curiosity and foster community engagement by providing a welcoming space for learning, exploration, and connection. Through free and open access to ideas, creativity, discovery, and technology, we empower individuals and strengthen our community.

Vision

We envision a library that goes beyond books—offering dynamic resources, flexible spaces, and enriching experiences that support lifelong learning and meaningful connections. A modern, accessible library will ensure everyone in our community has the opportunity to grow, create, and thrive.

Key Messages:

- *Starr Library is a vibrant community hub where people of all ages come to learn, connect, and grow.*
- *We are committed to being at the heart of Rhinebeck—where knowledge and ideas are exchanged, and creativity flourishes.*
- *Everyone is encouraged to take advantage of our accessible resources, engaging programs, and opportunities to help build a bright tomorrow for the library.*

Based on multiple surveys previously conducted, boots-on-the-ground knowledge from the library's staff, and key objectives in the library's long-range plan, below are key takeaways to guide goals and strategic execution.

Library Staff's Strategic Goals 2026 – 2030

- Grow Programs that encourage hands-on learning and creativity.
- Maintain offerings for youth, families, adults, and seniors in diverse formats.
- Invest in library-led and staff-designed programming.
- Continue expanding partnerships for civic engagement.
- Elevate youth voices in program design and collection development.
- Adjust program tracking systems and introduce satisfaction/learning outcomes metrics.
- Strengthen inclusive programming and outreach.
- Build belonging and volunteer engagement.
- Assess engagement and remove barriers to participation.
- Provide staff development and leadership opportunities.
- Support active board engagement in governance, fundraising, and strategic direction.
- Expand systems for data-driven decision making, evaluation, and transparency.
- Maintain and improve the current facility.

- Enhance comfort, accessibility, and usability of the existing space to support programmatic growth.
- Align future facility renovation and expansion work with evolving community needs—creating flexible, inclusive spaces for learning, creativity, and connection. Prioritize accessibility, sustainability, and multi-use spaces.
- Implement multi-year financial planning that aligns with strategic priorities.
- Steadily expand individual annual giving, grants, sponsorships, and legacy gifts to support operations and long-term growth.
- Launch a successful capital campaign.

2019 – XX Survey Key Takeaways & Recurring Themes:

General Overview:

- Expand the building
- More flex space/ability to use spaces in different ways
- More delineated spaces that allow for use across all age groups
- More ADA-compliant and accessible for people of all abilities
- Rooms to reserve for personal and community use
- Identifiable quiet spaces/noise reduction elements
- Create more financial resources for building, programming, and staffing needs
- Incorporate Area Specific Items (nature, views, history, etc.)
- Consider the library's needs today *and* in the future.
- Consider the library as a hub of the community. (similar to a community center)

Children's Space:

- Preserve the children's space for children and families. Adult activities, meetings, etc., should happen in other spaces.
- Become the "go-to library" for Rhinebeck families of young children (toddlers and elementary) instead of the second, third, or fourth choice. (*ref. "Some families go to other libraries in the area where kids' space is more welcoming." Additionally, many other libraries were referenced in relation to the children's space.*)
- Children's librarian available to help with recommendations, book checkouts, and engaging with visiting families and children. "The face (or the Star(r)) of the children's space."
- A refreshed, more up-to-date look and feel for the space.
 - Artwork, paint, twinkle lights, a colorful fish tank, comfortable seating for caregivers and children, child-appropriate tables and chairs, beanbags, reading nooks, and décor that engages toddlers and elementary school students, encouraging more time spent at the library rather than a more transactional, come-and-go feel.

- Identifiable books, activities, and exploration tools for children and caregivers. (Interactive exhibits, toys, games, books based on seasons, holidays, interests, etc., that are easy to pick out, use, and borrow.)
- Ability to express age and library-appropriate wiggles, noise, and exploration away from the quiet of the adults and older children.
- Bring in local history and environment —Hudson River, Nature, Farming, Violets, native animals, etc.
- Family Friendly Amenities: Stroller Parking area, Nursing Area/Lounge, Family Restrooms separate from adults.
- Separate entrance into the kids' space.
- Space for younger children to play with clean and newer toys.

Middle Schoolers/High Schoolers

- A more delineated area where middle schoolers feel a bit separated from the toddlers and elementary students.
- Activities, interactive educational exhibits, and programs feel separate from the younger kids.
- Create a separate space specifically for teens (not for adults, but not for toddlers)
- Relax room for quiet reading

Broad Scope Interior Needs:

- Identified meeting rooms that can be reserved and used for meetings, study groups, etc.
- More appropriate lighting (some say the space needs to be brighter, some say there is a need to eliminate bright fluorescent lights).
- Rehearsal Space/Auditorium for performances.
- Coffee room/Café
- Community Kitchen
- Design Lab/Space with sinks and easy-to-clean floors
- STEAM/Maker Space
- Study Pods
- Brighter environment (lights, paint, murals, local art, carpet, indoor plants, furniture, etc.)
- Bring in themed local history and environment elements—Hudson River, Nature, Farming, Violets, native animals, etc.
- Incorporate local artwork (kids, youth, and adults)
- Maintain a clean and clutter-free environment.
- Storage

Building/Infrastructure/Exterior

- A community room that is flexible for a variety of uses.
- Meeting rooms of various sizes that are reservable.

- Enhance the facility to ensure full accessibility for individuals of all abilities, including ADA-compliant parking, entrances, pathways, furniture, and interior spaces.
- Capitalize on the beauty of our location—Hudson River Views, Mountains, Farmland, green spaces, and natural light.
- Create a more welcoming entrance.
- More flex space
- Rooftop Terrace
- Stargazing area/field
- More parking and better parking flow
- Integrate outdoor space for intentional patron use – Quiet spaces for adults, native plant garden, reading garden, exploration areas for kids (garden, etc.), rooftop space, incorporate a sculpture garden, etc.
- Improved exterior landscaping.
- Place for music performances, movie nights, etc.
- Space for Book Sale Needs
- Green/Environmentally Friendly Building (HVAC, Solar Panels, etc.)
- More natural light.

Staff:

- Refreshed Office Space (more actual space for staff to work and a refreshed look and feel).

Adults & Adult Visitors:

- More identified space for Rhinebeck Historical Society Section
- Weave history into the aesthetic and design.
- More senior-focused amenities.
- Quiet and kid-free meeting spaces
- Quiet kid-free areas

Programming:

- Learning Kitchen
- Photo Club
- Additional Book clubs (sci-fi, etc.)
- Additional Kids Events
- Creative Classes (art, writing, etc.)
- Tool Lending Library
- Events that integrate the library's outdoor space.
- Senior Specific Programs
- More audiobooks
- More middle school programming.

Beyond knowing the information at hand and setting goals, strategic infrastructure is necessary to move toward our dreams and aspirations.

Based on the information we have, what systems, structures, and actions do we need to take or have in place to plan for, keep up with, and revise to achieve our goals?

Potential Next Steps/Recommendations:

- Create a Board of Trustees Long Range Plan that is updated annually and provides history, context, systems, and next steps for teams, new trustee members, and the Director to reference. Plan should include a 5-year forecast of goals.
- Perform an annual off-site retreat with the Board of Trustees and the Director (with other librarians?) to evaluate past performance and metrics to help plan for the future.
 - 2026: Each committee to create draft strategy for discussion
 - Create recommendations for next steps, for example:
 - Fundraising: create road map (including goals for funds for annual budget, endowment enhancement, expansion)
 - B and G: 5 year plan with existing systems and structures
 - Finance: assess ongoing needs; create goals for maintaining/growing endowment, address annual budget needs, expansion
 - Ongoing goals for annual retreat: Review annual and long-term goals alongside strategic execution plans to measure results, identify roadblocks, evaluate strengths, and adjust as needed. (RAD: Review, Adjust, Do).

Other Possible Future Actions

- The Library Board of Trustees, the Director, and the staff regularly visit other libraries (in and out of the Hudson Valley) to spark new or refreshed ideas. (Iron Sharpens Iron)
- Create an annual walk-through starting at the parking lot and moving through the entire building with the Director, Board, and staff, looking at it from the guests' perspective. Make adjustments as able and needed.

Governance Committee Memo

Collection Development Policy Revision

Summary of Major Changes from 2012 Policy

The current Collection Development Policy was last revised in 2012. While it has served the Library well, it no longer reflects many current library practices, evolving formats and technologies, or the streamlined and flexible approach commonly used by public libraries today.

The proposed revision modernizes and simplifies the policy while preserving its core purpose: guiding the thoughtful development and maintenance of the Library's collection in service to the community.

Major Changes

Streamlined and Modernized Structure

The revised policy is shorter, more flexible, and more principles-based. It removes operational details and outdated format-specific language that are better handled administratively.

Updated Selection Responsibility

The revised policy reflects current practice by recognizing that collection development is collaborative. The Director retains overall responsibility while allowing selection responsibilities to be delegated to qualified professional staff as staffing structures evolve.

Removal of Outdated Sections

The revision removes or significantly reduces:

- The detailed community demographic profile
- The requirement for formal community needs assessments
- References to outdated formats and technologies
- Highly specific procedural details and weeding thresholds
- Legacy collection descriptions that are no longer relevant

Stronger Digital Collection Language

The revised policy recognizes digital resources, including Libby/OverDrive and Hoopla, as core parts of the Library's collection and acknowledges the role of vendor licensing and evolving technologies.

Equity, Diversity, and Inclusion

The revised policy adds language affirming the Library's commitment to maintaining a collection that reflects a broad range of perspectives, identities, and lived experiences.

Formal Reconsideration Process

The revised policy establishes a clear process for handling concerns about library materials, including:

- A formal reconsideration form
- Director review and written response
- A Board appeal option

This aligns with current guidance from the American Library Association and New York State Library.

Emerging Technologies / AI Language

The revised policy includes brief language recognizing that artificial intelligence and emerging technologies may be used in the creation of library materials. Materials are evaluated according to the same standards applied to all collection materials, including quality, accuracy, originality, and relevance.

Sources and Framework

The revision was informed by guidance from the American Library Association, the New York State Library, and policies from peer public libraries in New York State, including libraries within and beyond the Mid-Hudson Library System.

Local Authors Materials Selection Policy

Background and Summary

Alongside the revised Collection Development Policy, I am proposing adoption of a separate Local Authors Materials Selection Policy.

As self-publishing has expanded significantly in recent years, many public libraries have found it helpful to establish clear guidelines for evaluating and handling submissions from local and self-published authors. Starr Library has accepted local author donations in the past, but has not previously had a dedicated written framework, which would be very helpful.

The proposed policy is intended to:

- Support local literary creativity and community engagement
- Clarify expectations for authors and staff
- Ensure consistency and fairness in selection decisions
- Protect staff discretion and time

Key elements of the policy include:

- A definition of “local author”
- Clear submission standards and donation guidelines
- Clarification that submission does not guarantee inclusion in the collection
- Recognition that materials are evaluated using the same general standards as other library materials
- Language clarifying that donated items become Library property and may later be withdrawn or otherwise disposed of
- Clarification that the Library does not provide editorial services, promotion, or guaranteed programming opportunities

The policy also includes brief language regarding AI-assisted content. Rather than prohibiting such materials outright, the policy states that they will be evaluated according to the same standards as all other submissions, including quality, accuracy, originality, and relevance to the collection.

The policy was informed by practices used by peer public libraries in New York State, including Saratoga Springs Public Library, and is designed to function as a companion document to the broader Collection Development Policy.

I welcome the Governance Committee’s feedback before the policy is presented to the full Board for consideration.

Starr Library

COLLECTION DEVELOPMENT POLICY

1. Purpose

The purpose of this policy is to guide the selection, management, and evaluation of materials in the Starr Library collection. The Library seeks to provide a broad, current, and relevant collection that supports lifelong learning, cultural enrichment, and recreational reading for the community.

2. Responsibility for Selection

The Library Director has overall responsibility for collection development and management and operates within the framework of this policy and the budget approved by the Board of Trustees.

The Director may delegate selection and collection management responsibilities to qualified professional staff. Selection is a collaborative process informed by staff expertise and community engagement.

3. General Selection Principles

Materials are selected to meet the interests and needs of the community. Selection decisions are informed by:

- Community interest and demand
- Relevance to current and emerging topics
- Diversity of viewpoints and experiences
- Professional reviews and standard selection tools
- Authoritativeness and accuracy
- Relationship to the existing collection
- Format, usability, and accessibility
- Cost and available budget

The Library strives to maintain a balanced collection representing a wide range of perspectives. Inclusion of an item does not constitute endorsement of its content.

4. Emerging Technologies and AI-Generated Content

The Library recognizes that emerging technologies, including artificial intelligence tools, may be used in the creation, editing, narration, illustration, translation, or publication of library materials.

Materials that include AI-generated or AI-assisted content will be evaluated according to the same standards applied to all collection materials, including:

- Accuracy and reliability
- Quality and coherence
- Originality and authorship
- Relevance to community interests and needs
- Suitability for the collection

The use of artificial intelligence does not automatically exclude or qualify a work for inclusion in the collection. The Library reserves the right to decline materials that are misleading, plagiarized, mass-produced, low-quality, or otherwise inconsistent with the Library's selection standards.

5. Collection Scope and Priorities

The Starr Library provides materials for general interest, education, and recreation. The collection is not intended to be comprehensive or to serve as a research archive.

Priority is given to:

- Popular and high-demand materials
- Current and relevant works
- Core titles of lasting value
- Materials that reflect the interests and diversity of the community
- Literary, artistic, historical, scientific, or intellectual merit

The Library participates in resource sharing through the Mid-Hudson Library System and relies on interlibrary loan to supplement its local collection.

6. Formats and Access

The Library collects materials in a variety of formats to meet community needs, including print and digital resources.

Digital collections, including those provided through services such as Libby (OverDrive) and Hoopla, are an integral part of the Library's offerings. Selection and availability of digital materials may be influenced by vendor platforms, licensing models, and budget considerations.

The Library regularly evaluates format use and adjusts collecting practices in response to changing technology and patron preferences.

7. Range of Perspectives

The Library is committed to building a collection that reflects a wide range of perspectives, identities, and lived experiences. Materials are selected to support an inclusive environment and to ensure that all members of the community can see themselves represented in the collection.

8. Intellectual Freedom

The Starr Library upholds the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights and related statements.

Materials are not excluded or removed because of the origin, background, or views of those contributing to their creation. The presence of an item in the collection does not constitute endorsement.

Responsibility for a child's use of library materials rests with their parent or guardian.

9. Gifts and Donations

Donated materials are evaluated using the same criteria as purchased items. Acceptance of a donation does not guarantee its addition to the collection.

Donated items become the property of the Library and may be:

- Added to the collection
- Given to the Friends of Starr Library for sale
- Offered to the community
- Recycled or otherwise disposed of

The Library does not accept materials with restrictions on their use or disposition.

Local and self-published authors are considered according to the Library's Local Authors Materials Selection Policy, maintained as a separate document.

10. Collection Maintenance and Deselection

The collection is regularly evaluated to ensure it remains current, relevant, and in good condition.

Materials may be withdrawn based on:

- Physical condition
- Outdated or inaccurate information
- Low or declining use
- Redundancy or space considerations

Withdrawn materials are disposed of in a manner consistent with Library practices and community benefit.

11. Requests for Reconsideration

The Starr Library recognizes the right of community members to express concerns about materials in the collection, while affirming its commitment to intellectual freedom and access to diverse viewpoints.

Informal Resolution

Patrons are encouraged to discuss concerns with Library staff or the Library Director. Many concerns can often be resolved through conversation.

Formal Request

A formal review may be initiated by submitting a completed Request for Reconsideration form to the Library Director. Requests must be submitted by a Starr Library cardholder or resident of the service area.

Review Process

Upon receipt of a completed form:

- The Library Director will acknowledge the request
- The material will remain available during the review process
- The Director will review the item in its entirety
- The Director will consider:
 - This Collection Development Policy
 - Professional reviews and bibliographic sources
 - The work's intended audience and purpose
 - Relevant professional standards

Evaluation will consider the work as a whole, not isolated passages.

Decision

The Library Director will issue a written decision within a reasonable timeframe. Outcomes may include:

- Retaining the item
- Reclassifying or relocating the item
- Withdrawing the item, if it does not meet policy criteria

Appeal

If the requester is not satisfied, they may submit a written appeal to the Board of Trustees. The Board's decision is final.

Guiding Principles

- Materials are selected based on established criteria, not personal approval
- Materials will not be removed solely because they are controversial
- The collection reflects a range of viewpoints

Limitations

- Each item may be reconsidered only once within a 12-month period unless new information is presented

11. Policy Review

This policy will be reviewed periodically by the Library Director and Board of Trustees and updated as needed to reflect changes in community needs and library practices.

This policy is informed by professional standards from the American Library Association, guidance from the New York State Library, and policies from peer public libraries in New York State.

Starr Library – Request for Reconsideration of Library Materials

Completion of this form is the first step in the reconsideration process. Please return the completed form to the Library Director.

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Do you represent:

☐ Yourself

☐ An organization (please name): _____

1. Resource Information

Type of material:

- ☐ Book / eBook
- ☐ Movie / DVD
- ☐ Audio / Music
- ☐ Digital Resource
- ☐ Other: _____

Title: _____

Author/Producer: _____

2. Engagement with the Material

What brought this material to your attention?

Have you examined the entire work?

- ☐ Yes
- ☐ No

If not, what parts did you review?

3. Concerns

What concerns you about this material?

4. Context

What do you believe is the theme or purpose of this work?

Are there other materials you would recommend on this topic?

5. Requested Action

What action are you requesting?

- ☐ Retain as is
 - ☐ Reclassify / relocate
 - ☐ Remove from collection
 - ☐ Other: _____
-

6. Additional Comments

Signature: _____

STARR LIBRARY COLLECTION DEVELOPMENT POLICY

The Starr Library Collection Development Policy has been developed to make available to the staff and the public the procedures for selection, acquisition, weeding, and long term planning of our collection areas. The Library Director, in conjunction with the library staff is responsible for choosing new material. This Collection Development Policy will assist the Director in making those choices within the parameters of the Library's mission and goals.

Mission

It is the mission of Starr Library to empower its patrons and enrich the community by providing access to high quality resources that meet the cultural, recreational, and/or educational needs of persons of all ages within the community.

Goals and Objectives

The Library Board of Trustees has established the following goals for Starr library:

- To maintain a position in the community as a trusted resource for educational and recreational resources
- To maintain a balance between popular collection needs and the retention of a core collection
- To provide reference and general circulation material for all age ranges and abilities
- To provide an inviting center for thought, discovery and the exchange of ideas

The objectives of the collection policy are:

- To select popular, basic and significant works that are relevant to the community, its interests and its needs
- To provide material in a variety of formats and in a timely manner
- To set subject area collection levels that are based on current and anticipated community needs
- To make every effort to provide a balance of viewpoints within the various subject areas collected
- To manage space and funds efficiently by regularly weeding worn, outdated and superfluous material
- To work with area libraries to develop shared resources and prevent duplication

Community Profile

Rhinebeck is a community of about 7500 located in the Hudson Valley about 100 miles north of New York City. About 15% of the total population is between the ages of 5 and 19; just over 33% are over age 60. The median age of the population is 50.4. The population of Rhinebeck is 92.4% Caucasian, with small numbers of the population identifying themselves as Asian, Black, Hispanic, American Indian, or some other race in the 2010 census. Median family income is \$57,000, above both the state and national average. 56% of the housing in the community is single-family, with the rest comprised of condominiums and rental housing. The community is well educated; 87.3% of the adult population has a high school diploma or higher, and more than 40% has a bachelor's degree or higher. There are several notable colleges and a

highly-regarded culinary institute within a 20-mile radius. There are many houses of worship, a hospital, and numerous state historic sites in the town vicinity. In 2012, 57% of the population are library card holders.

Rhinebeck is a community rich in natural beauty, agriculture, the cultural arts, and education. All of this has increased its appeal as a popular weekend home and getaway destination. The Starr Library serves this semi-permanent and transient population alongside its primary residents. The Starr Library strives to provide its community with a diversity of helpful resources in four basic service areas: General Information; Lifelong Learning; Current Topics and Titles; and Information Literacy.

General Selection Guidelines

The Library Director and staff work together in the material selection process. The work includes material review and recommendations. The Library Director is authorized by the Board of Trustees to head this process. The Library Director is solely responsible for the allocation of funds. The selection of new material is based on guidelines:

Guidelines

- Current and potential relevance to the community
- Relationship to existing collection
- Consideration of reviewers
- Reputation and importance of author
- Relevance of content
- Suitability of physical form

- Popular demand
- Price
- Accuracy
- Local importance
- Lasting significance

Tools

The Library staff uses professional journals, reviews, patron input and staff recommendations as sources for finding new material to consider. Items which are in high demand may be purchased in quantity. Material may also be purchased to replace items which are worn, damaged, or lost.

Collection Evaluation and Assessment

A formal community wide user needs assessment will be done regularly to evaluate if the scope and depth of the current collection and current policy is meeting the educational, recreational and informational needs of the community. The form and format of these assessments are to be determined by the Library Director and approved by the Board of Trustees. However the success of the Library depends on its ability to connect with and be responsive to its patrons daily. It is the responsibility of all library staff, during the course of daily business, to take note of developing needs or areas for improvement and to discuss these observations with the Library Director.

Collection Priorities

The Starr library is dedicated to serving the recreational, educational and informational needs of its patrons. The following priorities have been established and are in keeping with the Library's mission:

- Print is the preferred format in most cases. Additional formats are included based on public demand/interest or when print format would negatively impact access to information.
- Unabridged material is preferred to abridged items.
- The emphasis is on current, up-to-date material, although classic works of enduring significance or specialized works will be included.
- Special consideration for collection inclusion will be given to items that have been requested via Interlibrary Loan (ILL) four or more times within the last year.

Special Collections

Local History/Genealogy

The Starr Library has several special collections. The local history and genealogy collections are non-circulating monographic and serial works that support genealogical and local history research and are housed downstairs in a separate room. Included in the collection are nonfiction works about Rhinebeck, Dutchess county and the Hudson Valley region of New York State in general. Genealogy materials include: census and cemetery records, and *The Gazette Advertiser* from 1846-2009 (the local newspaper) on microfilm. No effort is made to collect rare or archival materials for the purpose of preservation.

Aviation Collection

Rhinebeck is home to the The Old Rhinebeck Aerodrome, a "living" museum of antique aviation and one of the largest collections of early "aeroplanes" in the world. Because of this, the Starr Library was approached in 1988 by a private collector who wished to donate his entire aviation collection in support of this local attraction. Nearly all of the 263 volumes in this special collection circulate. Those that are fragile, or considered rare are marked for in library use only. No effort is made to add further to this collection.

Interlibrary Loan and Cooperative Collection Management

ILL is a service that supports the mission of the Library by providing enhanced access to library materials and information. The Starr Library, as a member of the Mid-Hudson Library System (MHLS), shares its circulating collection with all other member libraries. These libraries in turn make their collection available to cardholders from any library inside the system. Resource sharing and a collective automation system allow for the holdings of MHLS member libraries to be reserved by or for Rhinebeck patrons via the on-line "Request-a-Title" system which are then supplied via an extensive delivery network.

Traditional interlibrary loan is also provided to meet the needs of patrons who are interested in topics outside the scope of the local library (or member libraries) collections. The holdings of the MHLS libraries may be taken into account when selecting and deselecting materials from the Starr collection.

Purchase of an item, in lieu of requesting it through ILL, may be considered if the material is requested frequently and it satisfies the appropriate selection criteria.

Ideally, system-wide resource sharing should allow for member libraries to diversify their purchasing patterns. Approaching selection in this way results in fewer widely held copies of marginal titles, an increase in both the scope of available material, as well as the total number of titles available to patrons served by MHLS .

General Statement on Formats

The Starr Library collects standard and large print books, periodicals, newspapers, DVDs, music CDs and audiobooks on both CD and MP3-CD. Information is also provided through access to a collection of on-line databases and e –books.

Specific Subject Selection Criteria and Priorities

Fiction General Policy

The goal of the fiction collection is to provide leisure reading to adults that will satisfy the Library patrons' diverse backgrounds in education and taste. The Starr Library staff makes an effort to provide a fiction collection of recognized authors as well as a wide range of contemporary fiction. The collection of classic or traditional fiction will be maintained. Contained within the adult fiction collection are popular new fiction, hardcover fiction, paperback fiction (bought when hardcover is unavailable), large print fiction, and critically acclaimed authors. The vast majority of the fiction collection is in English. The foreign language collection can be expanded on the basis of community requests and needs. When the last copies of adult fiction titles are removed from the

collection they are sent to the central library office In Poughkeepsie. Titles which have not been circulated in three years are removed from the collection unless they have been identified by the library staff as classic.

Nonfiction General Policy

Items are selected to meet the Library's mission of providing high quality material that serves the cultural, recreational, and/or educational information needs of the community. For durability hardcover is preferred, however, paperbacks will be purchased when hardcover is not available, budget constraints deem the hardcover too expensive, or as additional copies for highly popular items.

Nonfiction Selection Tools

Selection tools used for adult nonfiction material include, but are not limited to:

- Reviews in professional journals: *Library Journal*, *School Library Journal*, and *Booklist*
- Reviews in local and regional newspapers
- Best seller lists: *The New York Times* and *Publishers Weekly*
- Staff recommendations
- Patron requests

Nonfiction is a large area encompassing a broad range of topics that represent a subject as fact. Most of this section is primarily current works, supplemented with a limited selection of older works that are considered core in their field.

Juvenile and Young Adult Collections

General Policy and Scope

These collections serve two primary groups: Juvenile – children from birth through age 12; and Young Adult – teenagers between the ages of 13-18. Materials purchased for the Juvenile collection will be labeled “J” and housed in the children’s wing of the Library, while books in the Young Adult section will be labeled “YA” and shelved in a separate section of the Library designated for teens.

Both the Juvenile and Young Adult collections share some of the same goals: to stimulate the informational, literary, educational and recreational needs of the community’s children and teens at every stage of their physical, intellectual and emotional growth. The Juvenile collection has the additional aim of purchasing materials in support of early literacy from infancy and preschool on through the early elementary school years. The Young Adult collection has the additional aim of collecting a wide variety of popular interest items in favorable formats that are easily “browsed” in order to reinforce and maintain the habit of reading in young adults so that they may become lifelong readers.

Juvenile and Young Adult materials are selected with consideration for, but not limited to, their:

- Interest to patrons
- Authenticity of the information
- Literary quality
- Suitability for the audience
- Popularity of the author
- Physical features and format
- Price
- Currency of the material
- Vendor reputation
- Depth of coverage

- Support of local school curriculum
- Space considerations and budget limitations

Juvenile & Young Adult Selection Tools

Selections are made primarily based on positive, critical reviews from the leading professional journals such as: *Booklist*, *School Library Journal*, *Horn Book*, *The Bulletin of the Center for Children's Books*, *Book Links*, *Kirkus Reviews*, and *Voice of Youth Advocates: VOYA among others*. In addition, publishers' catalogs are regularly consulted; this is essential in order to obtain materials that fulfill subject needs but that do not get reviewed in the selection journals. The purchase of specialized formats (i.e. Juvenile software, Juvenile audio) may also require staff to rely on format-specific catalogs, websites, and periodicals. Other selection considerations are:

- Patron request
- Heightened local interest in a particular author, genre or subject area
- Strengths and weaknesses of the existing collection
- Replacement of worn or damaged titles
- Staff recommendations
- Bestseller and awards lists
- Reviews in local and regional newspapers
- Published works by local authors/illustrators/musicians

Juvenile & Young Adult Specific Collections

Juvenile Reference Collection

This collection includes general encyclopedias as well as materials on high-demand research topics. The increased use of the Internet as a primary research tool among students has resulted in a smaller but higher-quality reference book collection. The Reference Collection is updated regularly as new material becomes available that is deemed relevant to the collection.

Young Adult – No separate reference collection. Teens are directed to adult reference section.

Nonfiction Circulating Collection

The nonfiction print collection of the Starr Library is classified according to the Dewey Decimal System and uses Library of Congress Subject Headings. Once an individual title is no longer popular the Library should not retain more than one copy of a specific title. With a few exceptions the Library retains only the current edition of a title.

For more detail on selection criteria, collection levels and collection priorities of individual subsections of the Juvenile and Young Adult Circulating Collection please see

Audio-Visual General Policy

The goal of the Audio-Visual section is to provide the patrons with material that both reflects their interests and serves their needs in the most usable medium. The Starr Library currently provides the following materials:

DVDs

The collection consists of standard feature-films and television shows, as well as instructional and nonfiction DVDs.

Criteria for selection:

- Popular films/TV shows
- Highly reviewed films/TV shows in periodical reviews
- Award winning films/TV shows
- Public and staff suggestions
- Material created by local actors/artists/performers
- Popular and /or trending non-fiction subjects

CDs:

The Music section of the Library is all in CD or DVD format.

Criteria for selection:

- Billboard Top 100 artists
- Highly reviewed releases in periodical reviews
- Award winning releases
- Public and staff suggestions
- Material created by local actors/artists/performers

Audiobooks:

The audiobooks section of the Library consists of materials in the following formats: CD and MP3-CD. The Starr Library collection also includes is currently expanding its collection into the digital realm with the introduction of downloadable audiobooks.

Criteria for selection:

- Books in high-demand in both fiction and non-fiction
- Highly reviewed books in periodical reviews
- Classic works
- Public and staff suggestions

New Technologies & Formats

Collection Level: Recreational/Informational¹

Currently, we provide several circulating e-readers as well as one that is kept in-house. Through the Mid-Hudson Library System, the Starr subscribes to online resources that provide downloadable audiobooks and e-books to registered patrons.

Copyright

United States copyright law (Title, 17 of United States Code) oversees the reproduction of copyrighted materials. Libraries are allowed, under certain conditions, to provide photocopies and other reproductions of works under copyright. One of the conditions is that the photocopied material is used for individual study or research. If a library user

¹ Collection level and selection criteria may fluctuate due to title availability through subscription service.

makes photocopies in violation of US copyright laws, that user may be prosecuted for copyright infringement.

Intellectual Freedom, the ALA Library Bill of Rights, the ALA Freedom to Read and ALA Freedom to View

The Starr Library provides unrestricted access to all materials kept on its open shelves. Items kept on open shelves are not identified in any way to suggest judgment or bias of its content. Prejudices or opinions of an individual or group may not prevent an items' use by others. That the Library has an item in its collection does not mean the Library endorses the content of the item.

Children have two sections in the Library reserved for their use, the children's room and the young adult room, but children have free access to all items on the Library's open. The child's parent or guardian is responsible for what the child reads, views and takes home.

The Starr Library follows the principals of intellectual freedom. The following four documents are endorsed by the Starr Library and the American Library Association:

- Intellectual Freedom
<http://www.ala.org/ala/issuesadvocacy/intfreedom/index.cfm>
- ALA Bill of Rights
<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>
- ALA Freedom to Read
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/frstatement/freedomreadstatement.cfm>
- ALA Freedom to View
<http://www.ala.org/ala/mgrps/rts/vrt/professionalresources/vrtresources/freedomtoview.cfm>

Gifts/Donations

Items donated to the Library are evaluated by the staff and either added to the collection, saved for a book sale, or recycled because of condition or relevancy.

Weeding

There are a number of steps that go into the discard process of items in the Library. Regularly, the staff evaluates the collection based on the following criteria:

Condition: Items in need of repair are identified and mended. Items beyond repair are discarded and may be replaced.

Circulation: Circulating items deemed expendable are first scanned into the system to check their circulation numbers. If an item has not circulated more than 12 times in the past decade, it may be withdrawn. Final decision about withdrawal is up to the staff in consultation with the librarian.

Relevancy: Items with outdated or inaccurate information are removed.

Budget

The budget, including any special grant monies for which the Library qualifies, dictates purchases for each collection area. The Library Director determines the amount of funds allocated to each subject area. These allocations are based on collection levels deemed necessary to maintain a balanced, relevant collection that meets community needs.

Revised 11-2012

Approved

Starr Library

LOCAL AUTHORS MATERIALS SELECTION POLICY

Purpose

Starr Library values the creative work of local authors and seeks to support literary expression within the community. The Library maintains a limited collection of works by local authors, with the understanding that inclusion is selective and based on established criteria.

Definition of a Local Author

A local author is defined as an individual who:

- Is a current or longtime resident of Rhinebeck; or
- Has written a work substantially set in the local area; or
- Created the work while residing in the area

General Selection Principles

Materials by local authors are evaluated according to the criteria outlined in the Library's Collection Development Policy.

The Library may consider:

- Literary or artistic merit
- Relevance to the local community
- Quality of writing and presentation
- Professional reviews, when available
- Suitability for circulation

Nonfiction works are evaluated for accuracy, authority, and reliability, including the author's expertise or credentials.

The Library does not purchase unsolicited self-published materials. Most local author materials are accepted as donations.

Self-Published and Small Press Materials

To support local creativity, the Library maintains a small circulating collection of self-published and small press materials, with an emphasis on fiction and poetry.

Acceptance into the collection is not guaranteed and is at the sole discretion of the Library.

Items accepted may be:

- Added to the general collection
- Included temporarily in a designated Local Authors collection
- Withdrawn at any time in accordance with standard collection practices

Inclusion in the collection does not imply endorsement of the work.

Submission Guidelines

Authors wishing to donate materials must follow these guidelines:

- The author must meet the definition of a Local Author
- Only one copy of a title will be accepted
- No more than three titles per author will be considered per year
- Materials must be published within the past three years
- Materials must be in new, unused condition
- Books must be professionally printed and bound; spiral-bound, stapled, or pamphlet-style materials will not be accepted
- The Library does not currently accept electronic submissions

Authors are encouraged, but not required, to provide professional reviews from recognized sources (e.g., Booklist, Library Journal, Publishers Weekly, Kirkus Reviews). Paid reviews or customer reviews are not considered professional reviews.

All submitted materials become the property of the Library and will not be returned.

Disposition and Retention

The Library is solely responsible for determining the disposition of donated materials. Items may be:

- Added to the collection
- Donated to the Friends of Starr Library
- Offered to the community

- Recycled or otherwise disposed of

Materials added to the collection are subject to the same evaluation and weeding criteria as all other materials and may be withdrawn at any time. Withdrawn or lost items are not automatically replaced.

Limitations

The Library:

- Does not guarantee acceptance, cataloging, or retention of any item
- Does not provide editorial feedback or evaluation
- Does not meet individually with authors regarding submissions
- Is not responsible for marketing, promotion, or programming related to submitted works

Selection of a work does not guarantee inclusion in Library programs or events.

Authors may be required to complete a submission form acknowledging these guidelines prior to consideration.

Local Authors Materials Submission Form

Thank you for your interest in sharing your work with Starr Library. The Library maintains a limited collection of materials by local authors. All submissions are evaluated according to the Library's Local Authors Materials Selection Policy.

Author Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

About You (Local Connection)

Please indicate how you meet the definition of a local author (check all that apply):

- ☐ Current resident of Rhinebeck / Rhinecliff / Dutchess County
- ☐ Former or longtime resident of the area
- ☐ Work is set in the local area
- ☐ Work was created while living in the area

Optional explanation:

About the Work

Title: _____

Genre: _____

- ☐ Fiction
- ☐ Poetry
- ☐ Nonfiction
- ☐ Other: _____

Date of Publication: _____

Publisher (if applicable): _____

Material Details

- ☐ This is a professionally printed and bound book
- ☐ This book is new and in unused condition

(Optional) Please list any professional reviews (e.g., Booklist, Library Journal, Publishers Weekly, Kirkus):

Acknowledgment and Agreement

Please read and sign below:

I have read and understand the Starr Library Local Authors Materials Selection Policy. I wish to donate a copy of my work to Starr Library and understand that:

- Submission does not guarantee inclusion in the collection
- All materials are evaluated at the sole discretion of the Library
- Donated materials become the property of the Library and will not be returned
- Materials may be added to the collection, retained temporarily, or withdrawn at any time
- The Library does not provide editorial feedback or individual consultations
- The Library is not responsible for promoting, marketing, or hosting events related to submitted works
- Inclusion in the collection does not imply endorsement

Signature: _____

Date: _____

Starr Library

PUBLIC COMMENT AND MEETING CONDUCT POLICY

Purpose

The Starr Library Board of Trustees welcomes public input as part of its commitment to transparency, community engagement, and informed decision-making. This policy is intended to ensure that public comment is conducted in a respectful, orderly, and effective manner.

Public Comment Period

In accordance with the Library's Bylaws, time is set aside at Board meetings for public expression.

Members of the public are invited to speak during designated public comment periods. Comments should relate to library services, operations, or matters within the Board's purview.

Procedures for Public Comment

- Individuals wishing to speak may be asked to sign in prior to the meeting.
- Speakers should state their name for the record.
- Comments may be limited to a reasonable amount of time (e.g., 3–5 minutes per speaker), at the discretion of the Board President.
- The total time allotted for public comment may also be limited to ensure the orderly conduct of Board business.

The Board will listen to comments but may not respond or engage in dialogue during the public comment period.

Standards of Conduct

All participants at Board meetings, including speakers and attendees, are expected to conduct themselves in a respectful and orderly manner.

The following behaviors are not permitted:

- Disruptive conduct that interferes with the orderly progress of the meeting
- Personal attacks, harassment, or threatening language
- Use of obscene or abusive language
- Repeated interruptions or refusal to yield the floor
- Conduct that intimidates or interferes with others' ability to participate

The Board President is responsible for maintaining order and may take appropriate action to address disruptive behavior.

Addressing Disruptions

If a speaker or attendee engages in prohibited conduct:

- The Board President may issue a warning
- If the behavior continues, the individual may be directed to leave the meeting
- If necessary, the meeting may be recessed or adjourned

Law enforcement may be contacted if a situation poses a safety concern or if an individual refuses to comply with lawful directions.

Written Comments

Members of the public may submit written comments (complete with contact information) to the Library Director or Board of Trustees at least 48 hours in advance of a meeting. Written comments may be shared with the Board and may be included in the record, at the discretion of the Board.

Protests and Demonstrations

The Library respects the rights of individuals to express their views.

Protests or demonstrations may take place in a manner that does not:

- Disrupt library operations or Board meetings
- Block access to the building or interfere with public use of the Library
- Threaten the safety of staff, patrons, or trustees

The Library reserves the right to enforce applicable laws and policies to ensure safe and uninterrupted operations.

Authority of the Board President

The Board President (or presiding officer) is responsible for enforcing this policy and ensuring that meetings are conducted in accordance with the Bylaws and applicable law.

COVER MEMO

I am sharing a set of proposed updates to the Starr Library Bylaws for your review. These revisions are intended to clarify roles, better align the document with our current practices, and modernize certain provisions based on current standards for nonprofit and public library governance.

These changes are the result of working with ChatGPT so we should look at everything with healthy skepticism. It may have stripped out too much. We should also discuss what we think the Annual Meeting should look like.

The most significant changes include:

- **Clarifying committee roles**, particularly shifting the Building and Grounds Committee from an operational role to an advisory and planning role that aligns with staff responsibilities
- **Updating financial roles**, including removing the Assistant Treasurer designation and clarifying how staff support the Treasurer's work
- **Reinforcing the distinction between governance and operations**, including language that committees and trustees do not direct staff
- **Streamlining committee authority**, including removing outdated or unclear spending provisions
- **Simplifying sections related to the Friends and Concert Committee**, with greater reliance on Memoranda of Understanding rather than detailed bylaw language
- **Adding modern governance provisions**, including remote meeting participation, Open Meetings Law compliance for executive sessions, and a reference to the Library's Conflict of Interest Policy
- **Clarifying procedures for trustee removal** to ensure transparency and consistency

Overall, these updates are intended to make the bylaws clearer, more flexible, and better aligned with how the Library currently operates, while also reducing potential areas of confusion or risk.

STARR LIBRARY BYLAWS – TRACKED CHANGES

IV.F Board Authority

All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee. **Committees and individual Trustees are advisory in nature and shall not direct staff or make operational decisions unless specifically authorized by the Board.**

V.B.4 Treasurer

The Treasurer shall be the disbursing officer of the Board and shall perform such duties as are generally associated with that office. In the absence or inability of the Treasurer, ~~his/her duties shall be performed by such other members of the Board as the Board may designate.~~ **such duties shall be performed by another member of the Board as designated by the Board.**

The Treasurer shall submit a year-end financial report. ~~The Assistant Treasurer, a staff member, will prepare materials as required by the Treasurer and have other duties as necessary for the financial aspects of the library's operations.~~

The Treasurer may be assisted by designated staff in the preparation of financial reports, records, and other materials related to the financial operations of the Library.

VIII Committees (Intro Addition)

Committees are advisory to the Board and shall not exercise administrative authority or direct staff, except as expressly authorized by the Board.

VIII.A.1 Governance Committee

...advise the Board on personnel policy as it affects the budget at a governance level, including budgetary implications

~~The committee shall be empowered to make interim decisions, but shall be limited to expenditures of \$1000.~~

The committee may make recommendations to the Board and may act within parameters specifically authorized by the Board.

VIII.A.2 Building and Grounds Committee

~~This committee shall maintain the building (interior and exterior), grounds, lighting, Heating/cooling, plumbing and security.~~

The Building and Grounds Committee shall provide oversight and guidance on the maintenance, repair, and improvement of the Library's facilities and grounds. The committee will work with the Library Director to review needs, recommend priorities, and support planning for capital projects and major maintenance. The committee does not perform operational or maintenance functions.

IX Meetings Additions

Trustees may participate in meetings by videoconference in accordance with applicable law and Board policy.

Executive sessions shall be conducted in accordance with New York State Open Meetings Law and limited to topics permitted under that law.

Public comment shall be conducted in accordance with Board policy.

NEW SECTION: Conflict of Interest

Trustees shall comply with the Library's Conflict of Interest Policy and disclose any potential conflicts in accordance with that policy.

BYLAWS OF STARR LIBRARY

Starr Library Mission Statement

We inspire curiosity and foster community engagement by providing a welcoming space for learning, exploration and connection. Through free and open access to ideas, creativity, discovery and technology, we empower individuals and strengthen our community.

Preamble

The Board of Trustees (hereinafter designated as the “Board”) of The Starr Institute, d/b/a Starr Library, a corporation created under a charter granted under Section 223 of the New York State Education Law by the Board of Regents of the State of New York, dated September 12, 2023, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following bylaws.

I. NAME OF ORGANIZATION

The name of the organization shall be The Starr Institute, d/b/a Starr Library.

II. PURPOSE

The purpose of the organization is to provide superior library service to the community of Rhinebeck.

III. FISCAL YEAR

The fiscal year of the Library shall be the calendar year.

IV. BOARD OF TRUSTEES

The Library shall be governed by a Board of Trustees consisting of ten (10) members elected for terms of three (3) years each. Newly elected members shall take office at the January meeting.

A. Eligibility

Eligibility for office shall include adults residing, owning property, or working within the geographical limits of the town, or individuals with skills, competencies, or knowledge of value to the Library.

B. Attendance

Absence from three consecutive meetings without prior approval by the Board President shall constitute automatic removal from the Board. The President shall notify the Trustee in writing.

C. Vacancies and Removal

Vacancies shall be filled by a majority vote of the Board for the remainder of the unexpired term.

The Board may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal to carry into effect the Library's educational purpose, in accordance with New York State Education Law §226(8). Removal shall require a majority vote of the Board after the Trustee has been given notice and an opportunity to be heard.

D. Voting

Each Trustee shall have one vote. A Trustee must be present to vote.

E. Authority

All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board without prior authorization. Trustees shall not exercise administrative responsibility or direct staff.

Committees and individual Trustees are advisory in nature and shall not direct staff or make operational decisions unless specifically authorized by the Board.

V. OFFICERS

A. Officers

Officers shall be President, Vice President, Secretary, and Treasurer, elected annually at the December meeting.

B. Duties

1. President

Presides at meetings, appoints committees, executes Board-approved documents, and performs duties associated with the office.

2. Vice President

Performs duties of the President in their absence.

3. Secretary

Maintains records of meetings and issues meeting notices.

4. Treasurer

Serves as disbursing officer and oversees financial reporting.

The Treasurer shall submit a year-end financial report and may be assisted by designated staff in preparing financial materials.

VI. DIRECTOR

The Board shall appoint a Director who serves as the executive officer responsible for administration of the Library.

The Director shall:

- Manage staff and operations
- Oversee facilities and services
- Implement Board policies
- Operate within the approved budget

The Director shall attend Board meetings except when matters of evaluation or compensation are discussed.

VII. ELECTIONS

The Nominating Committee shall present a slate of Trustees in November for election in December. Terms shall be staggered. Trustees may serve two consecutive terms.

Officers shall be elected annually in December.

VIII. COMMITTEES

The Board may establish standing and ad hoc committees as needed. Committees are advisory to the Board and shall not direct staff or exercise administrative authority unless specifically authorized.

A. Board Committees

1. Governance Committee

Oversees bylaws, policies, strategic planning, and trustee development. Advises the Board on personnel policy at a governance level.

2. Building and Grounds Committee

Provides oversight and guidance on maintenance, repair, and improvement of facilities and grounds. Supports planning for capital projects. Does not perform operational work.

3. Public Relations Committee

Works with the Director to coordinate public communications.

4. Nominating Committee

Prepares slates of Trustees and officers.

5. Fundraising Committee

Coordinates fundraising activities approved by the Board.

6. Finance Committee

Advises on financial status, prepares budgets, and oversees investments in accordance with Board policy.

B. Committees of the Corporation

The Board may establish additional committees as needed. Relationships with affiliated groups, including the Friends of the Library and the Concert Committee, shall be governed by Board-approved Memoranda of Understanding. These groups shall operate in alignment with Library policies and provide regular reports to the Board.

IX. MEETINGS

Meetings shall be held monthly at times determined by the Board.

A. Special Meetings

May be called by the President or three Trustees.

B. Annual Meeting

Held in January.

C. Quorum

A majority constitutes a quorum.

D. Participation

Trustees may participate by videoconference in accordance with applicable law.

E. Public Comment

Public comment periods shall be conducted in accordance with Board policy.

F. Executive Session

Executive sessions shall be conducted in accordance with New York State Open Meetings Law.

X. ENDOWMENT FUND

The Board shall deposit ten percent (10%) of Annual Fund income into the Endowment.

The Board may appropriate up to four percent (4%) annually based on a three-year average. A two-thirds vote is required for extraordinary withdrawals.

XI. CONFLICT OF INTEREST

Trustees shall comply with the Library's Conflict of Interest Policy and disclose any potential conflicts.

XII. AMENDMENTS

Bylaws may be amended by majority vote at a regular meeting, with prior notice provided.

XIII. PROCEDURE

Procedures not specified shall follow Robert's Rules of Order.

Adopted by the Starr Library Board of Trustees

Revisions approved: [to be updated]