

Roeliff Jansen Community Library

Board of Trustee Meeting

Held via Zoom Meeting

January 19, 2021

Present: Tamara (Tammy) Gaskell, Ned Schneier, Joan Wallstein, Marilyn Gross, Pat Placona, Barbara Barrantes, Meg Wormley, Chris Atkins, Steve Smith, Ron Bixby, Jane Plasman, John Cady, John Thompson, Colleen Lutz

Absent: Michael Citrin, Marian Dodds

The meeting was called to order at 4:05 pm by chairperson Pat Placona. The board welcomed Chris Atkins as a new member of the Board of Trustees.

Review and Approval of Minutes

Changes to the previous month's minutes were proposed by Meg Wormley via email. Tammy stated that she had received the email and had already amended the minutes to reflect the changes. Jane Plasman also suggested that the number amounts for the bonuses should be verified. Tammy agreed and stated that she would make sure they are correct.

A motion was made by Joan Wallstein to accept the minutes with amendments. The motion was seconded by Marilyn Gross and the members in attendance unanimously agreed.

Treasurer's Report

Meg Wormley presented the Treasurers Report. She stated that the library income for the month was \$36,304 and Individual contributions were of \$9,106 over budget for the month. She also noted that there was an extra payroll in December which will not occur again until 2027. The net income was \$86,230 due in part to the generosity of patrons and the Payroll Protection Program (PPP) Loan. Due to COVID-19, net expenses were down, as were building expenses.

After completing a comparison report from the years of 2014-2020, the payroll has increased over time. This was due to the addition of very qualified staff and provision for health insurance for some of the employees. Meg also stressed the importance of fundraising; 53 percent of the library income is comprised of donations.

In 2019 the library made the last payment on a promissory note, so the only remaining debt is the primary mortgage, the principal of which is just over \$300,000. The interest rate on that mortgage was adjustable at the end of 2020 and Bank of Greene County has adjusted it to 2.99% effective with the February 2021 payment.

A motion was made by Meg Wormley to accept the Warrant report. John Cady seconded the motion, and it was unanimously carried by the attending members.

Director's Report

Tammy Gaskell presented the director's report to the Board. She asked that all members of the Board fill out and sign the conflict of interest form. She also presented a hotspot lending policy for Board approval. She indicated that there were four T-Mobile hotspots available for patron use.

A motion was made by John Cady to accept the policy as presented. Chris Atkins seconded the motion, and it was unanimously carried by the attending members.

Strategic Plan: Goal 5

Tammy Gaskell indicated that it would be a good idea to review goals from the strategic plan, focusing on one or two goals per meeting. She suggested that Goal Five: Assessment and Community Input might be a good one to begin with. Meg Wormley reported that Joan Wallstein volunteered to help with the review process of this goal. Tammy and Pat suggested that a survey link on the annual report might help evaluate how the library is meeting or not meeting the needs of the communities it serves.

Several members suggested a few types of questions the survey could include. Barbara Barrantes suggested a question(s) about the suitability of the library programs. Meg Wormley suggested that the survey included a question(s) about how patrons use the library. Joan Wallstein suggested a question(s) about the patron experiences during the COVID pandemic, specifically the virtual availability of the library. Jane Plasman suggested that the questions from the previous survey could be used in this survey as well.

The next component of the goal the board discussed was community outreach. They reviewed the effectiveness of the "Community Conversations". Meg Wormley suggested that young families might prefer a one hour Zoom meeting due to family obligations. Jane Plasman agreed and suggested that the library commit to one Zoom meeting by the end of June and, if it is safe to do so, one in person meeting before December. Steve Smith suggested that perhaps more than one Zoom meeting might be helpful because the meeting gets confusing with more than 10 participants.

Pat Placona reminded the board that the library sponsor's the Taconic Hills science presentations on January 29th, 2021 and encouraged all members to attend.

Friend's Report

Barbara Barrantes reported on the Friends of the Library. She stated that the next meeting will be held on January 20th, 2021. Donations are currently on hold because the bookstore is closed. She also noted that the Friends had made a \$5,000 unrestricted contribution to the library.

Committee Reports

Building Administration

Ron Bixby reported on the Building and Grounds Committee activity. He reported that the Tufano repair will be continuing. The building had undergone an energy assessment by NYSEG

and there was a recommendation to convert the lighting fixtures to LED. The estimated cost was \$15,000, of which NYSEG would pay \$5,000 and the library would be responsible for \$10,000. The estimated payback is five years including the cost of batteries. Meg Wormley questioned the number of fixtures that would need to be upgraded and stated that \$7,500 was budgeted for building maintenance. Ron Bixby suggested that the library might be able to apply for grant funds.

John Cady made a motion to convert the existing fluorescent fixtures to energy efficient LED lighting. Barbara Barrantes seconded the motion and all attending members voted in favor of the motion.

Development

Chris Atkins presented the Development Committee report. He stated that as of January 17th, 2021 they had received 359 gifts for a total of \$68,000 in contributions. The average gift amount was \$189.00. He also noted that 33 percent of the contributions were made using the online portal. He discussed the frequency of the business partner outreach and expressed that he was concerned that businesses might be less likely to contribute if they are approached too soon. This was critical due to the current financial burden of the pandemic. Jane Plasman agreed and suggested that the business appeal could go out later in the year and clearly be indicated for 2022. She suggested starting in May or June so that might give businesses more time to accumulate funds to be able to donate.

Chris also reported that the theme for National Library Week (NLW) will be “Welcome to Your Library”. He also stated that the committee will not be hosting a gala due to COVID uncertainty. They will be planning an online event with raffle. He suggested calling the tickets “solidarity tickets”. Marilyn Gross asked that if anyone had additional fundraising ideas, they should contact the development committee. The committee hopes to hold several smaller events, so ideas are welcome. The Development Committee will be meeting again on February 2, 2021.

Human Resources

Jane Plasman stated that the Human Resources committee had nothing to report.

Nominating

John Thompson stated that the Nominating Committee had nothing to report.

Discussion and New Business

There was no new business reported at the meeting.

Old Business

There was no old business reported at the meeting.

Barbara Barrantes made a motion to adjourn the meeting. Marilyn Gross seconded the motion and all the members were in favor.

Respectfully Submitted
Colleen Lutz, Secretary