

Roeliff Jansen Community Library

Board of Trustee Meeting

Held via Zoom Meeting

March 16, 2021

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

Guests: Janet Schintzer (MHLS Board, Hudson Greenport Library), Mark Wilson (MHLS Treasurer, Kinderhook Library)

Absent: Michael Citrin

The meeting was called to order at 4:07 pm by chairperson Pat Placona. She introduced the guests and asked the trustees to introduce themselves for their benefit.

Review and Approval of Minutes

Changes to the previous month's minutes were proposed via email.

A motion was made by Meg Wormley to accept the minutes with amendments. The motion was seconded by Steve Smith.

Treasurer's Report

Meg Wormley presented the Treasurers Report. She stated that the library income for the month was \$50,097 which included, \$3,000 from American Library Association, \$1,153 from the Dean and Bob Inglis Fund, and Hillsdale's payment of \$42,500. The library was \$14,235 below the income budget for the month.

The operating expenses of \$20,651 were below the budget by \$9,873 due to Tufano not completing nor billing for work that was budgeted for the beginning of the year.

The new 2.99% interest rate on the mortgage had resulted in \$402.00 in savings per month.

A motion was made by Pat Placona to accept the Warrant report. Joan Wallstein seconded the motion and the Board unanimously approved.

Survey Committee Report

Meg Wormley gave an overview of the survey committee's progress and shared the survey questions with the entire board before the meeting. She asked if anyone had any suggestions or questions about the survey. Ned Schneier suggested that a question about the usage of the Friends bookstore might be useful.

Meg reviewed the methods of survey of distribution to community with the trustees. It was planned to be distributed on the town wide emails, the library email, and the library website. A link will be placed in the annual report. In person tabling will be at the Hillsdale IGA, Farmer's Wife, Copake General Store.

A motion was made to accept the survey questions with suggested edits by Jane Plasman. The motion was seconded by Ned Schneier and the Board unanimously approved.

Director's Report

Tammy Gaskell presented the director's report to the Board. She highlighted that the first outdoor concerts will be held in April 2021. She stated that a stage will be purchased for concerts and other events.

Tammy stated that she wanted to explore the possibility of expanding the library hours. Currently, the library is open 35 hrs per week, opening at 11 AM. She suggested that they could open a little earlier and a little later, as there is less surface cleaning needed. She suggested that the library open earlier, at 10 AM beginning April 5th, 2021.

A motion to expand hours April 5th, 2021 at the discretion of the director was made by Joan Wallstein and seconded by Meg Wormley and the Board unanimously approved.

Strategic Plan: Goal 4

The board reviewed and discussed how the Library could continue to serve as an Information Center. A local history and tourism information webpage is being created, and in the future, the library intends to change the current local history area into a general local resources space. Several questions in the library survey will help develop this goal.

Art Committee Report

Ned Schneier is working on the art policy and will be presenting it at the next meeting.

414 Committee Report

Jane Plasman delivered the 414 committee report. The numbers are still being reviewed and will be presented next month. The Board discussed the possibility (pros/cons) of doing a 414 vote in all three towns.

A motion was made to hold a 414 vote in Ancram, Copake, and Hillsdale in the November 2021 election by Jane Plasman. The motion was seconded by Steve Smith and the Board unanimously approved.

Jane reported that there was a webinar on March 26th, 2021 about holding a 414 vote for your library. Several trustees reported that they will be attending the webinar.

Friend's Report

Charlotte Shutts reported on the Friends of the Library. She stated that book donations are currently (2/15/21) being accepted, but the fund is low because the store has not been open. She will be reporting more information in the next meeting.

Committee Reports

Building Administration

Ron Bixby stated that the building lighting fixtures will be converted to LED. Tufano still needs to complete the work.

Development

Marilyn Gross presented the Development Committee report. She stated that as of March 16th, 2021 they had received 381 gifts from the End of Year Appeal for a total of \$72,769.00 in contributions.

Chris Atkins stated that the National Library Week (NLW) "Welcome to Your Library" mailing will go out in early April.

Pat Placona mentioned that the golf outing will be July 17th, 2021. The gala will be held later in the year and the format is still being worked out.

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 additional discussion or new business to report.

Old Business

There was no old business reported at the meeting.

Ned Schneier made a motion to adjourn the meeting, Chris Atkins seconded the motion and all were in favor. The meeting was adjourned at 5:18pm.

Respectfully Submitted
Colleen Lutz, Secretary