

Roeliff Jansen Community Library

Board of Trustee Meeting

Held via Zoom Meeting

May 18, 2021

Present: Chris Atkins

Ron Bixby

John Cady

Marilyn Gross

Jane Plasman

Ned Schneier

Steve Smith

John Thompson

Joan Wallstein

Pat Placona- President

Barbara Barrantes- Vice President

Meg Wormley- Treasurer

Colleen Lutz- Secretary

Tamara (Tammy) Gaskell, Library Director

Absent: Marian Dodds, Michael Citrin

Guests: None

The meeting was called to order at 4:07 pm by President Pat Placona.

Review and Approval of Minutes

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

A motion was made by Ned Schneier to accept the minutes with amendments. The motion was seconded by Meg Wormley and all present trustees voted in favor.

414 Committee Report

Steve Smith and Barbara Barrantes gave an overview of the 414 progress. Steve stated that the committee met on 5/19/21 and finalized the format of the petitions for the 414. The signatures need to be accepted by the Board secretary then certified by the Town Clerk for each town. The certified petitions need to be submitted to the Board of Elections by July 23rd, 2021.

Treasurer's Report

Meg Wormley presented the Treasurers Report. She stated that the library income for the month was \$14,879, which included \$13,926 from National Library Week donations and \$406 from Local Library Service Aid.

The expenses included \$1,730.00 which was half of the cost of the stage for use in the Roe Jan Park for concerts and the Gala. The cost of printing and mailing of the National Library Week material was \$2,558.00. The cost for converting the lighting to LED was \$9,255 and was paid out of the maintenance and repair reserve funds. The total expenses for the month of April 2021 were \$23,898.

A motion was made to approve the warrant report by Joan Wallstein. John Cady seconded the motion and all trustees were in favor.

Director's Report

Tammy Gaskell presented the director's report to the Board. She highlighted that there were two very successful events that were held this month, a teen job fair and an Arbor Day event. She noted that there were about 30 teens that attended the job fair.

She noted that when she was submitting the State Annual Report, the charter listed the library as in Hillsdale. She also noticed that the charter has the library name as the Roe Jan Library Association. She suggested that a resolution be made to amend the charter to list the library as located in Copake and to remove the word "Association" from the name.

A motion was made by Jane Plasman and seconded by Steve Smith to create a resolution to amend the charter. All present members voted in favor. **The resolution is written as follows and full version is included at the end of the minutes:**

RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF ROELIFF JANSEN COMMUNITY LIBRARY ASSOCIATION

We the undersigned, being the president and secretary of Roeliff Jansen Community Library Association, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the 18th day of May 2021, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of Roeliff Jansen Community Library Association hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to change the name of the corporation to Roeliff

Jansen Community Library, to state that the library's location shall be town of Copake, county of Columbia, state of New York and that the principal office of the corporation shall be located at 9091 State Route 22, Hillsdale, New York 12529.

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the day of _____ 2021.

Tammy reported that there had been 12 applications for the vacant staff position. They will be reviewing the applications and moving forward with the hiring process.

The current limit of patrons in the library was eight people. Tammy suggested that this limit should be amended. The state suggested that occupancy could be increased to 50%-75%.

Tammy also stated that the Mid-Hudson library system was still suggesting that library patrons wear masks and asked that the Roe Jan library continue to require this as well. She felt this was necessary because not all members that use the library can be vaccinated (immune-compromised people or those under 12 years of age).

A motion was made by Meg Wormley and seconded by Joan Wallstein to remove the limit and follow the 75% occupancy guidelines by the state. Masks will still be required within the building and/or when social distancing is not possible. All attending trustees were in favor.

Friend's Report

Charlotte Shutts was unavailable to attend the meeting. They are planning to open the bookstore in June 2021.

Committee Reports

Building Administration

Ron Bixby stated that Tufano had repaired and upgraded the circulation system in the building. He met with Master Gardener Linda Levitt to discuss the plantings on the grounds. On June 1st, 2021, there will be planting work done on the northern portion of the property where the cable was installed for the EV charging station.

Ron also noted that Kim Houser fixed the rotted boards on the ramp.

Development

Marilyn Gross presented the Development Committee report. She stated that as of May 18th, 2021 they had received 173 gifts for a total of \$17,691.00 in National Library Week contributions. She noted that 16 of the gifts (\$2,671) were received from people who were sent the mailing with a personalized note from a volunteer. Additionally, the 16 people had not given gifts in the past two years.

Chris Atkins stated that the gala will be held later in the year (late summer) and the format is still being worked out. He suggested that the event will most likely be online. He suggested that it might be an online raffle or possibly a video with interviews of different patrons. The Board agreed that it would be nice to have something to provide the people who purchase gala tickets.

Ron Bixby suggested a music event.

Pat Placona mentioned that the golf outing would be on July 17th, 2021 and would include a bagged meal.

Human Resources

Jane Plasman stated that all the human resources information had been expressed during the Director's report.

Nominating

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

Discussion and New Business

Bylaws

Pat Placona and Barbara Barrantes reported that they had been working to create a draft version of amended bylaws for review by the board. The draft version will be sent to the Board in June for review. A vote will be held in July to amend the bylaws.

Survey Committee Report

Meg Wormley gave an overview of the survey committee's progress. Tammy noted that over 302 responses in print and online were received to date. Joan and Tammy had distributed the survey at the concert in the park.

Meg suggested that the committee could go to other locations such as the Copake General Store or Farmers Wife to distribute the survey.

Old Business

Tammy reminded the members of the Board that the sexual harassment training was scheduled to be presented directly after the meeting. Unfortunately, due to a power outage and several members losing an internet connection, it was decided to have each trustee complete the training on their own and send the attestation directly to Tammy.

Meg Wormley made a motion to adjourn the meeting, Joan Wallstein seconded the motion and all were in favor. The meeting was adjourned at 5:17 pm.

Respectfully Submitted
Colleen Lutz, Secretary

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IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the day of _____ 2021.

Patricia A. Placona, President, Board of Trustees
Roeliff Jansen Community Library Association

Colleen Lutz, Secretary, Board of Trustees
Roeliff Jansen Community Library Association

STATE OF NEW YORK)

ss:

COUNTY OF COLUMBIA)

On this ___ day of ___ 2021 before me personally came Patricia A. Placona and Colleen Lutz, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.