

Roeliff Jansen Community Library
Board of Trustee Meeting
Held via Zoom Meeting
June 15, 2021

Present: Chris Atkins
Ron Bixby
John Cady
Marilyn Gross
Jane Plasman
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: Ned Schneier, Michael Citrin

Guests: None

The meeting was called to order at 4:00 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 Joan Wallstein to accept the minutes with amendments. The motion was seconded by Steve Smith and all present trustees voted in favor.

414 Committee Report

Steve Smith and Barbara Barrantes gave an overview of the 414 progress. The petitions were accepted and resolutions for each town were read and approved by the Board.

The acceptance of the petitions and resolution for the Town of Ancram is as follows:

WHEREAS, there has been presented to the Board of Trustees of the Roeliff Jansen Community Library a petition signed by at least twenty-five (25) qualified voters of the Town of Ancram, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Ancram:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF ANCRAM FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE TWENTY NINE THOUSAND NINE HUNDRED SEVENTY SEVEN DOLLARS (\$29,977.00)

and

WHEREAS, the endorsement of this Board of Trustees of the Roeliff Jansen Community Library is required before such question may be placed upon the ballot

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Ancram:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF ANCRAM FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE TWENTY NINE THOUSAND NINE HUNDRED SEVENTY SEVEN DOLLARS (\$29,977.00).

A motion was made to accept the petitions and resolution by Marilyn Gross and seconded by Barbara Barrantes. All board members unanimously agreed.

The acceptance of the petitions and resolution for the Town of Copake is as follows:

WHEREAS, there has been presented to the Board of Trustees of the Roeliff Jansen Community Library a petition signed by at least twenty-five (25) qualified voters of the Town of Copake, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Copake:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF COPENAK FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY ELEVEN THOUSAND FOUR HUNDRED SEVENTY TWO DOLLARS (\$11,472.00) TO THE SUM OF SIXTY SIX THOUSAND FOUR HUNDRED SEVENTY TWO DOLLARS (\$66,472.00),

and

WHEREAS, the endorsement of this Board of Trustees of the Roeliff Jansen Community Library is required before such question may be placed upon the ballot

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Copake:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF COPAKE FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY ELEVEN THOUSAND FOUR HUNDRED SEVENTY TWO DOLLARS (\$11,472.00) TO THE SUM OF SIXTY SIX THOUSAND FOUR HUNDRED SEVENTY TWO DOLLARS (\$66,472.00),

A motion was made to accept the petitions and resolution by Colleen Lutz and seconded by Chris Atkins. All board members unanimously agreed.

The acceptance of the petitions and resolution for the Town of Hillsdale is as follows:

WHEREAS, there has been presented to the Board of Trustees of the Roeliff Jansen Community Library a petition signed by at least twenty-five (25) qualified voters of the Town of Hillsdale, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Hillsdale:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF HILLSDALE FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY ONE THOUSAND SIX HUNDRED FORTY-TWO DOLLARS (\$1,642.00) TO THE SUM OF FORTY-FOUR THOUSAND ONE HUNDRED FORTY-TWO DOLLARS (\$44,142.00),

and

WHEREAS, the endorsement of this Board of Trustees of the Roeliff Jansen Community Library is required before such question may be placed upon the ballot

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Hillsdale:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF HILLSDALE FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY ONE THOUSAND SIX HUNDRED FORTY-TWO DOLLARS (\$1,642.00) TO THE SUM OF FORTY-FOUR THOUSAND ONE HUNDRED FORTY-TWO DOLLARS (\$44,142.00),

A motion was made to accept the petitions and resolutions by Joan Wallstein and seconded by Marilyn Gross. All board members unanimously agreed.

The resolutions will be certified by the secretary and available to the 414 teams next week.

Treasurer's Report

Meg Wormley presented the Treasurers Report. She stated that the library income for the month was \$18,614 which included \$4,990 from National Library Week donations and \$586 from the concert fundraiser.

The expenses for the month were \$29,203.00.

A motion was made to approve the warrant report by Jane Plasman. Steve Smith seconded the motion and all trustees voted in favor.

Director's Report

Tammy Gaskell presented the director's report to the Board. She indicated that Ingrid Kildiss had joined the staff at the library. She has been very pleased with Ingrid's progress.

Tammy led the continuing discussion of the Strategic Plan tracking. The next task reviewed during the meeting was Goal 2, maximizing the usability of the building and surrounding property and provide a safe and welcoming space for all. Several tasks have been completed to improve the ability of the public to use the library facilities. The HVAC has been upgraded and the lighting has been converted LED. The furniture will be reconfigured to be more user friendly and COVID compliant.

Additionally, the outdoor spaces were being maintained and there was an interest to connect the library to the rail trail extension.

A discussion was held regarding the updated mask mandates. Tammy stated that the staff were hesitant to remove the mask mandate for vaccinated persons and felt uncomfortable not wearing masks while serving patrons. The library staff are fully vaccinated. The Board decided that it would be best to wait until July 1st, 2021 to lift the mask mandate.

Tammy stated that the Mid-Hudson library system is still suggesting that unvaccinated 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).

The board approved a revised Phased Reopening Plan will be moving to Phase G on July 1, 2021.

The members of the Board unanimously agreed to hold the July 2021 Board of Trustees meeting in person at 6 pm.

The summer reading program will begin on June 26th, 2021. The theme this summer will be Tails and Tales.

Tammy stated that there have been 330 responses to the survey and suggested that more distribution might be helpful. Several members of the Board agreed to see if they could be distributed at different locations within each of the towns.

Tammy asked that the trustees submit their training hours to her so she could keep track of training hours. She indicated that the state is moving to require trustees to take two hours of training each year.

The library is required to have an airborne infectious disease prevention plan. We are awaiting guidance from the Department of Labor before revising the Health Emergency Plan, adopted in March.

Friend's Report

Charlotte Shutts was unavailable to attend the meeting. The Friends have opened the bookstore.

Committee Reports

Building Administration

Ron Bixby stated that Tufano had inspected the geothermal system and suggested that the system have maintenance performed. He also noted that there was a leak in the roof which will need to be repaired.

The parking lot was swept.

The outside cleanup began on the gardens around the parking lot and building. Ron noted that they were very weedy and had invasive plants growing in them. He received a quote to remove the invasives and recondition the gardens, to lower maintenance, for about \$2,000.

A motion was made by Jane Plasman to approve a cleanup plan for the library gardens for about \$2,000. The motion was seconded by Joan Wallstein, and unanimously voted in favor by the board.

Development

Marilyn Gross presented the Development Committee report. She stated that as of June 15th, 2021 they had received 187 gifts for a total of \$19,866.00 in National Library Week contributions. She noted that the number of gifts was up 71 from 2020.

Chris Atkins stated that the gala will be held later in the year (late summer) and the format is most likely going to be in person with limited numbers of people in attendance.

Pat Placona mentioned that the golf outing would be on July 17th, 2021. She asked if people could help provide baked goods or help sell raffle tickets. A suggestion was made to ask the library volunteers for help during the outing.

Human Resources

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

Nominating

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

Discussion and New Business

Bylaws

Barbara Barrantes reported that the revised bylaws were sent via email for the trustees to review. They will be discussed and voted on at the July 2021 meeting of the Board of Trustees.

Old Business

There was no old business discussed.

Meg Wormley made a motion to adjourn the meeting. Chris Atkins seconded the motion and all were in favor. The meeting was adjourned at 5:30 pm.

Respectfully Submitted
Colleen Lutz, Secretary

