

**Roeliff Jansen Community Library**  
Board of Trustee Meeting  
August 17, 2021

**Present:** Chris Atkins  
Ron Bixby  
John Cady  
Marian Dodds  
Michael Citrin  
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

**Guests:** Charlotte Schutts (Friends of the Roe Jan Library)

The meeting was called to order at 6:01 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 Marilyn Gross to accept the minutes with amendments. The motion was seconded by Chris Atkins and all present trustees voted in favor.

**414 Committee Report**

Steve Smith reported that he had no new updates about the progress of the committee.

Jane Plasman and Meg Wormley reported that the FAQs had been updated and will be discussed at the upcoming communication meeting on August 19<sup>th</sup>, 2021. Michael Cheslof is working with the patron and donor lists to determine where people are registered to vote. The board discussed the potential logistical challenges and opportunities that will be encountered during public outreach prior to the vote. Pat Placona noted that the strategy will be discussed during the August 19<sup>th</sup>, 2021 meeting.

**Treasurer's Report**

Meg Wormley presented the Treasurers Report. She stated that the library income for the month was \$7,273. The concert brought in \$724 and the library received an business partnership from the Bank of Greene County in July. The income for the month was below

budget because there was no Gala income in June as was originally anticipated when the budget was set.

The expenses for the month were \$34,979. There were no unexpected expenses during the month, however Meg noted that the payroll expenses were higher because the month had three paydays.

The treasurer stated that the new accountant had begun to review the financial records.

A motion was made to approve the warrant report by Pat Placona. 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 stated that July had been a very busy month and the library had gained 57 new patrons. The farm market kids program had been well attended and the Two by Two Zoo was a success.

The library's draft Airborne Infectious Disease Plan was distributed via email prior to the meeting. Barbara Barrantes noted that the Hero's act was in place previously and in compliance with the state Department of Labor deadline. The new proposed Airborne Infectious Disease Plan would help the library be compliant in the future should the need arise.

A motion was made by Meg Wormley to accept the proposed Airborne Infectious Disease Plan as written. The motion was seconded by Colleen Lutz. The attending board members voted unanimously in favor.

Tammy led the continuing discussion of the Strategic Plan tracking. The next task reviewed during the meeting was Goal 5, highlighting strategies for seeking input from the community.

The recent community survey results were discussed. According to the results, Zoom meetings were found to be favorable with many patrons and they were willing to attend both in person and online events. Jane Plasman suggested that the survey could be used to do focused community conversations in the fall and winter.

The survey results had some insights and suggestions about the library hours. The Director indicated that she liked having consistent and predictable hours each day rather than making some days open later than others. This could be discussed in the future if the need arises.

### **Friend's Report**

Charlotte Shutts reported that the bookstore was open and had made approximately \$508 on August 7<sup>th</sup> and \$134 on August 14<sup>th</sup>. She stated that the balance in the account was approximately \$9997.

The Friends had met in the afternoon of August 17, 2021. The new director elected was Joyce Craw.

On December 11, 2021, the Friends will be holding an online cookie sale. More details will be following. The organizers will be meeting with the Sheffield Church to learn more about the online sale.

## **Committee Reports**

### **Building Administration**

Ron Bixby and Tammy Gaskell stated that Tufano had been called out to inspect a wet spot on the floor of the bookstore. Tufano determined that the increased amount of humidity may have been causing the pipes to sweat, therefore creating dampness on the floor. Ron suggested that an additional dehumidifier might be needed in extremely wet and humid conditions.

### **Development**

Marilyn Gross presented the Development Committee report. She stated that the Gala appeal was at the printers. On Saturday August 21st , 2021 volunteers and Trustees will be meeting to help write personal notes in the Gala appeal letters. She stated that she would appreciate any help and the letters are scheduled to go out on Tuesday August 24<sup>th</sup> , 2021. The library is budgeted to make approximately \$55,000 on the Gala and had already received a matching \$10,000 donation from an anonymous donor.

John Cady and Chris Atkins noted that they will be checking the website to make sure people can make donations for the Gala online.

The business partnerships appeal will be sent out in September 2021. Jane Plasman reported that they will be looking for new partners as well as current business members.

### **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, however a meeting will be scheduled for the fall. He reported that the committee would have at least one person to interview.

## **Discussion and New Business**

### **Old Business**

None

### **New Business**

None

Meg Wormley made a motion to adjourn the meeting. Michael Citrin seconded the motion, and all were in favor. The meeting was adjourned at 6:58 pm.

Respectfully Submitted  
Colleen Lutz, Secretary