

Roeliff Jansen Community Library
Board of Trustees Meeting
July 20, 2021

Present: Chris Atkins
Ron Bixby
John Cady
Michael Citrin
Marilyn Gross
Jane Plasman
Steve Smith
John Thompson
Ned Schneier
Pat Placona- President
Barbara Barrantes- Vice President
Meg Wormley- Treasurer
Colleen Lutz- Secretary
Tamara (Tammy) Gaskell, Library Director

Absent: Joan Wallstein

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

The meeting was called to order at 6:00 pm by President Pat Placona.

Review and Approval of Minutes

Changes to the previous month's minutes were proposed via email. John Thompson noted that the second sentence of the Director's Report was incomplete.

A motion was made by Michael Citrin to accept the minutes with amendments. The motion was seconded by Marilyn Gross and all present trustees voted in favor.

Treasurer's Report

Meg Wormley presented the Treasurers Report. The financial committee had met for a six month review of the library's finances. Due to the generous support from library donors for the Annual Appeal and the National Library Week Appeal and various grants, the YTD income (\$215,940) is just under the YTD budgeted income of \$222,586. This is remarkable due to the business partner and Gala income YTD being zero. Meg stressed that there will be an increased need for fundraising in the second half of the year to remain in good shape, financially.

Expenses YTD (\$159,547) are below the YTD budgeted amount of \$166,844. Meg noted that the Building Operations and Maintenance is at about 60 percent of its annual budget due to repairs and COVID compliant upgrades to the heating and cooling system.

She stated that the library income for the month was \$19,521 which included \$15,000 grant from the Rheinstrom Foundation. The income for the month was \$15,593 below budget because there was no Gala income. Grant income is \$17,203 above the full year budget.

The expenses for the month were \$33,243. These included the Tufano bill of \$8,897 and \$2,634 paid in advance for mobile hotspots. The cost of the hotspots has been covered by a grant.

The treasurer stated that the new accountant had sent a letter to the previous accountant to have copies of the library's financial records for review.

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

The trustees discussed the importance of planning and development for the financial security of the library. A successful 414 campaign will be helpful to maintain partial funding of the library.

414 Committee Report

Steve Smith and Barbara Barrantes gave an overview of the 414 progress. The resolutions were certified by the Town Clerks of Ancram, Copake and Hillsdale. The Ancram certification was returned for a small correction. The 414 process is proceeding ahead of schedule.

The next task will be crafting a consistent message and communication strategy. Meg Wormley, Jane Plasman, Joan Wallstein, and Pat Placona will be working on updated FAQs and updated program and patron numbers.

Michael Cheslof will be working on combining library data and voter data. This will help make connecting with patrons and the public easier as outreach begins for the 414 votes.

Jane Plasman reported that she had connected with Ancram's supervisor Art Bassin and addressed his concerns over the need to hold a public hearing. He confirmed that no public hearing was needed for the 414 vote. She also reported that Ancram had already passed a local law to authorize the library funding prior to the previous 414 vote.

Director's Report

Tammy Gaskell presented the director's report to the Board. Several trustees noted the participation in programs was much higher in July 2020. Tammy stated that this may have been due to the fact that many of the virtual programs did not distinguish which library the participant was from. Therefore, the numbers may be representative of multiple libraries.

Tammy led the continuing discussion of the Strategic Plan tracking. The next task reviewed during the meeting was Goal 1, addressing the programming completed by the library. She indicated that the literature programs have been lacking and need more leadership.

Zoom has helped increase the amount of programming the library can provide, as noted in 2020, during the pandemic.

Spanish speaking programs have been difficult to plan and provide. There are members of the library staff who are able to communicate in Spanish, which has been helpful. Ned Schneier noted that Columbia Greene Community College had experienced difficulties getting attendance from the Spanish speaking community.

Several programming suggestions were made, including classes for basic first aid or hosting a COVID-19 clinic.

In July, the executive committee met to revoke the COVID safety policy. Meg Wormley made a motion to revoke the COVID Safe Practices Policy. Michael Citrin seconded the motion and the attending trustees voted unanimously in favor.

A discussion was held about the infectious disease plan for the library. Barbara Barrantes noted that the current plan is very similar to the model plans and new requirements. She suggested that the trustees could approve the Infectious Disease Plan at this meeting, rather than waiting until August. Ned Schneier made a motion to approve the Infectious Disease Plan as written. Steve Smith seconded the motion and all of the trustees voted in favor.

Barbara Barrantes discussed the bylaw changes that were recently circulated to the trustees via email. She asked for comments or changes to the document and received none. Steve Smith made a motion to approve the updated bylaws document. Pat Placona seconded the motion and all trustees were in favor.

Friend's Report

Charlotte Shutts reported that the bookstore was open and had made approximately \$1,300. She stated that they were taking book donations, preferably by appointment.

On December 11, 2021, the Friends will be holding an online cookie sale. More details will be following. They will also be holding a 50/50 during the year.

The annual meeting was held, and the following officers were confirmed:

President- Charlotte Shutts
Vice President-Rose Marie Francis
Anne Brown- Treasurer
Hope Zimmerman- Secretary

Committee Reports

Building Administration

Ron Bixby stated that several questions were raised about the maintenance responsibility for the solar panels during a recent insurance inspection/evaluation. He will be looking into

addressing the questions, but several trustees noted that the questions seemed odd because the panels have been in use for at least 10 years.

Development

Marilyn Gross presented the Development Committee report. She stated that as of July 15th, 2021 they had received 386 gifts for a total of \$73,219.00 in Annual Appeal and National Library Week contributions. Of those totals, NLW accounted for 193 gifts bringing in \$20,201. The increased giving supports the importance of the library during COVID.

Chris Atkins stated that the gala will be held on September 25th, 2021 from 5-7 pm. The format will be a cocktail party accompanied with an appeal. Electronic blasts via email, Facebook, and Twitter will be used to advertise the Gala to keep costs down. Additionally, the library was notified of a \$10,000 matching anonymous gift was offered for the Gala.

The golf outing raised \$1,469.00 and had 41 players. Although the profits were less than expected, the day was considered a success and nice outing.

The business partnerships appeal will be sent out in September 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

Old Business

Ned Schneier discussed the possibility of having an art exhibit at the library. He was concerned about having the accompanying reception during COVID.

Tammy stated that she would like a form for patrons to fill out if they wish to donate or show art at the library.

The library is in the process of developing an art policy.

Barbara Barrantes made a motion to adjourn the meeting. Chris Atkins seconded the motion, and all were in favor. The meeting was adjourned at 7:05 pm.

Respectfully Submitted
Colleen Lutz, Secretary

