

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
September 21, 2021 *via Zoom*

Present: Chris Atkins

Ron Bixby
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: John Cady, Marian Dodds

Guests: None

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 Michael Citrin 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 the public notices for the local papers were almost finished. He noted that the committee would be meeting on September 24th, 2021 to review the FAQs and the messaging committee would be finalizing the door hanger. Steve reported that the committee would also be planning for outreach and coordination of volunteers.

Treasurer's Report

Meg Wormley presented the Treasurers Report. She stated that the library income for the month was \$4,318.

The expenses for the month were \$26,280. There were no unexpected expenses during the month. A credit of \$600 will be received in October for a check sent through the bank's bill pay system that was lost. The vendor has been sent a replacement check.

A question was asked whether the library planned to curtail spending due to the reduction of

income at this point in the year. The treasurer stated that she thought that it was okay to wait to review expenses at the end of September after more Gala money had come in. The Director also noted that there would be approximately \$4,000 in additional grant funds available to help offset costs.

Jane Plasman noted that the Business Partner Program would be starting and supplement the income of the library.

A motion was made to approve the warrant report by Joan Wallstein. Jane Plasman 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 the Charter Amendment of the Library name and location was approved.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 6, Secure the library's stability and sustainability. The library is proposing the 414 vote in all three communities (Ancram, Copake, Hillsdale) during the 2021 election. The vote would help secure stable funding for the library. The trustees discussed the timeframe that a 414 vote should be held, either two or three years.

Several other tasks within Goal 6 were discussed. Hiring additional staff would be determined by the success of the 414 and fundraising campaigns. The Board composition was discussed and the need to have a diverse Board is very important.

Financially, the task of paying off the mortgage by 2024 might not be feasible due to the loss of Gala funds during COVID. There are funds in the reserve fund, but the building repair fund would need to be replenished.

Additional analysis of the new patrons was determined to be important. The Board expressed a desire to find out what new patrons' expectations and needs are.

Several policies were circulated via email prior to the meeting. The policies are reviewed every five years or as needed by the Board.

1. Patron Code of Conduct:

Several edits were discussed. It was suggested that cannabis be added to the list of products that are prohibited within and 100ft of the building. Vaping was also suggested to be included in the list of products. A motion was made by Meg Wormley to accept the policy with changes. Chris Atkins seconded the motion, and all present trustees were in favor.

2. Confidentiality Policy:

No new edits were proposed. A motion was made by Jane Plasman to accept the policy as written. The motion was seconded by Colleen Lutz and all trustees voted in favor.

3. Lending Rules:

One typo was noted in the fees section of the policy. The correct word is "item". A motion was made by Jane Plasman to accept the policy with edits. The motion was seconded by Meg Wormley and all trustees voted in favor.

4. Law Enforcement Policy:

No new edits were proposed. A motion to approve the policy was made by Meg Wormley. The motion was seconded by Michael Citrin and all trustees voted in favor.

5. Customer Service:

No new edits were proposed. Steve Smith made a motion to approve the policy. Chris Atkins seconded the motion and all trustees voted in favor.

Meg Wormley suggested that the finance committee review any financial policies.

Tammy noted that September 25th, 2021 would be a flu clinic and September 28th, 2021 would be voter registration day.

Friend's Report

Charlotte Shutts was not in attendance. Tammy reported that the balance in the account was approximately \$11,000. The bookstore would be open on October 2nd and October 9th, 2021.

The Friends were planning to hold a 50/50 raffle. Tickets would be available at the front desk and at the bookstore for anyone who is interested.

The Bookstore was looking for gently used or new books.

Committee Reports

Building Administration

Ron Bixby reported that the path to the Roe Jan would need to be cleaned up. He also reported that on October 10th, the carpets would be cleaned. A new cleaning staff and service was hired.

Development

Marilyn Gross presented the Development Committee report. She stated that the National Library Week Appeal had a total 196 contributions equating to \$20,571 in donations. She also reported that The Gala had received 124 responses and donations in the amount of \$26,900, which does not include the \$10,000 match payment. Of the 124 responses, 80 were Anchor patrons and 31 were Leadership patrons.

The committee reported that the year end appeal format was being discussed and will likely be in the form of a card.

Jane Plasman reported that the Business Partners Appeal notes were being completed and sent out on September 22nd, 2021.

Chris Atkins noted that the next development meeting would be September 22nd, 2021.

Joan Wallstein mentioned that the website did not have clear link to the Gala information. She wondered if an email could go out to the people on the mailing list. Chris Atkins noted that the Gala information was on the Fundraising Events page/link on the website. He stated that he would like to improve the donation process on the website to make it more efficient.

Human Resources

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

Nominating

John Thompson stated that the Nominating Committee meeting was scheduled for October 14th, 2021 at 5:15pm via Zoom. He reported that the committee would have two people to interview. The nominations would be submitted to the Board for the November meeting.

Discussion and New Business

Old Business

None

New Business

Jane Plasman asked if Ingrid Kildiss would be working on the website.

Tammy stated that she (Ingrid) would be working on updating the content, with the exception of the fundraising information. John Cady was still working on the information provided by the Development Committee.

Michael Citrin made a motion to adjourn the meeting. Ned Schneier seconded the motion, and all were in favor. The meeting was adjourned at 7:20 pm.

Respectfully Submitted
Colleen Lutz, Secretary