

**Roeliff Jansen Community Library**  
Board of Trustee Meeting Minutes  
October 19, 2021, *via Zoom*

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

**Absent:** Michael Citrin

**Guests:** Charlotte Shutts

The meeting was called to order at 6:03 pm by President Pat Placona.

**Review and Approval of Minutes**

Changes to the previous month's minutes were proposed via email. Tammy Gaskell noted an additional edit to the spelling of Ingrid Kildiss' last name. A motion was made by John Cady to accept the minutes with amendments. The motion was seconded by Jane Plasman and all present trustees voted in favor.

**414 Committee Report**

Steve Smith reported that the 414 public notices were submitted to both the Register Star and Columbia Paper. Editorials had been written in the Columbia Paper and Copake Connection. Marilyn Gross noted that The Millerton News would also be running an article on October 21<sup>st</sup>, 2021.

Barbara Barrantes stated that the Friends had submitted payments for the doorhangers, postcards and postage. Charlotte Shutts reported that the expense for printing and postage was \$2,099.06.

## **Treasurer's Report**

Meg Wormley presented the Treasurer's Report. She stated that the library income for the month was \$44,017. This was comprised Gala income (\$38,974), in memory donations (\$1,888), and Local Library Service Aid funds (\$1,829).

The expenses for the month were \$29,744. There were no unexpected expenses during the month. Fundraising expenses were \$3,978, which included printing and mailing for the Gala and PayPal fees for contributions.

At the September board meeting, 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 spending will need to be very careful because the budget was very close.

If the budgeted income of the Annual Appeal and Business Partners is reached, the total income for the year will be about \$360,000. The expenses are projected to be about \$347,000, therefore the net income would be approximately \$13,000.

The 2022 budget schedule and development budget were scheduled to be submitted for review on October 29<sup>th</sup>, 2021. A draft budget will be submitted to the Board for the November 2021 meeting. A special budget meeting was scheduled to be held on December 15<sup>th</sup>, 2021. The final budget was scheduled to be voted on at the December 21<sup>st</sup>, 2021, a regular Board of Trustee meeting.

A motion was made to approve the warrant report by Meg Wormley. 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 new program created for parents homeschooling their children was launched.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 3: Establish partnerships within the Roe Jan community that strengthen connections and offer the RJCL as a welcoming space for convening, organizing, and hosting discussions related to community interests. Ned Schneier suggested adding colleges to the list of locations to convene discussions.

Several Board members noted that COVID had made it extremely difficult to achieve the success for this goal.

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

1. Displays and Exhibits Policy:

John Thompson noted a typographical error on paragraph 3, suggesting the word “which” should be added to the statement. Meg Wormley suggested a clause for a commission donation to the library should the artwork be sold.

A long discussion was held about the policy and how to manage displays. A motion was made by Jane Plasman to table the discussion until the November meeting to thoroughly explore the acceptance process and how to delineate between community art and juried art. Chris Atkins seconded the motion, and all present trustees were in favor.

1. Copyright and Copier Policy:

No additional 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.

2. Collection Development Policy:

No additional edits were proposed. A motion was made by Jane Joan Wallstein to accept the policy. The motion was seconded by Chris Atkins and all trustees voted in favor.

3. Library Account Registration Policy and Procedure:

No additional edits were proposed. A motion to approve the policy with edits was made by Jane Plasman. The motion was seconded by Chris Atkins and all trustees voted in favor.

4. Local History Collection Policy:

Ned Schneier noted that it was important to include the right to refuse an item and it is outlined in this policy. Ned Schneier made a motion to approve the policy. Joan Wallstein seconded the motion and all trustees voted in favor.

Tammy noted that Trustee Education Bill will be in effect in 2023. She also asked that trustees submit any training they have taken to her for reporting purposes.

### **Friend's Report**

Charlotte Shutts restated that the Friends had submitted the payment for the 414 materials (see 414 Committee Report).

### **Committee Reports**

#### **Building Administration**

Ron Bixby reported that the rugs were cleaned. Tammy reported that the electrician had fixed a lighting issue.

#### **Development**

Marilyn Gross presented the Development Committee report. She stated that the Gala had received 152 responses and donations in the amount of \$54,397, which includes the \$10,000

match payment. Of the 152 responses, 111 were Anchor patrons and 41 were Leadership patrons.

The Business Partners 2022 had received 6 partners who were extending for an additional year. Marilyn stated that the brochure will be printed in January or February, so it would be important to reach out to businesses soon. Jane Plasman suggested that the committee do a follow-up of calls and emails to the business community.

Chris Atkins noted that the Annual Appeal will be a little later this year. This was the result of the Gala being held later in the year. The cards for the appeal will be available for the new year. The annual appeal was budgeted to raise \$40,000.

Joan Wallstein suggested that an email blast go out about two weeks after the Annual Appeal mailing was sent.

#### Human Resources

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

#### Nominating

John Thompson stated that the Nominating Committee met on October 14<sup>th</sup>, 2021, at 5:15pm via Zoom. He reported that the committee would like to present the following candidates for nomination to the Board of Trustees: Beth Gordon and Veronica (Ronnie) McTiernan, both for three-year terms. Michael Citrin was nominated for the one-year term.

The following officers were nominated for 2022: Pat Placona-President, Barbara Barrantes- Vice President, Meg Wormley- Treasurer, Colleen Lutz -Secretary.

The Board thanked Ned Schneier for his many years of service on the Board.

The nominations would be officially submitted to the Board for the November meeting.

#### Discussion and New Business

##### Old Business

None

##### New Business

None

Ned Schneier made a motion to adjourn the meeting. John Cady seconded the motion, and all were in favor. The meeting was adjourned at 7:18 pm.

Respectfully Submitted  
Colleen Lutz, Secretary