

**Roeliff Jansen Community Library**  
Board of Trustee Meeting Minutes  
November 22, 2021, *via Zoom*

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

**Guests:** None

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

**Message from the Board President**

The following message was read by the Board President:

“Before we get on with the agenda, I would like to take a moment to congratulate and thank every member of the board who worked on the 414 campaign. It was a huge effort and a huge success -- we achieved something which has never been achieved before – passing the 414 in all three towns and we did it by solid numbers.

Thank you to Steve and Barbara for coordinating the three- town effort and who, along with Meg led the Hillsdale effort. Thanks to Colleen and Jane for spearheading the Ancram campaign. I have thanked volunteers Noel and Ronnie who ran the Copake initiative. Thank you to the Communication team—they did a great job with publicity— the post card and door hangers.

Thanks to those Board members who spent hours and hours making phone calls, sending emails, knocking on doors, leaving door hangers and in one case preaching from the pulpit. And, special thanks to the Friends for funding the effort.

I want to thank Tammy and her staff -- their work over that past year and a half made our job easier.

So, again, thank you for an incredible team effort!!”

### **Review and Approval of Minutes**

Changes to the previous month's minutes were proposed via email. A motion was made by Jane Plasman to accept the minutes with amendments. The motion was seconded by Meg Wormley and all present trustees voted in favor.

### **414 Committee Report**

Steve Smith reported that the 414 vote was a success. The following unofficial results were reported:

Ancram 351 yes, 204 no 63.2%

Hillsdale 646 yes, 210 no 75%

Copake 567 yes, 377 no still counting

Meg Wormley suggested a debriefing meeting to review the 414 effort.

### **Treasurer's Report**

Meg Wormley presented the Treasurer's Report. She stated that the library income for the month was \$23,555. This was comprised Gala income (\$14,920), music grant (\$3,000), and Didi Barrett grant (\$1,553).

The expenses for the month were \$27,102. There were no unexpected expenses during the month. Expenses were \$1,605 above budget, including \$992 for 414 public notices and \$972 for website software, and \$575 for carpet cleaning.

### ***2022 Draft Budget***

A draft budget was submitted to the Board prior to the 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.

Meg Wormley stated that 2022 expenses were increased to reflect salary and benefit changes as well as an increased Gala budget for next year. The passage of the 414 in all towns will increase the income \$25,591.

Pat Placona suggested that the Board and Gala Committee review the structure of the event and make changes as needed. This would impact the \$14,000 budgeted increase in the 2022 expense for the Gala. She indicated that additional help was needed to make the Gala successful. The donor and patron lists were considered a resource for soliciting new volunteers.

The accountant had submitted and annual review of the 2020 returns. No amendments were suggested.

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. No additional discussion or questions about the report were conducted.

Prior to the meeting, Tammy circulated the Mid-Hudson Library System Direct Access Plan. This plan would outline how a library will handle the issue of a non-chartered town overusing the resources of the library.

A motion was made by Jane Plasman to accept the Mid-Hudson Library System Direct Access Plan. Steve Smith seconded the motion and all present members of the Board voted in favor.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 4: Serve as an information center for the Roe Jan area, providing information on the library and the wider area. The Board suggested that the library Director or the Board President attend a town board meeting in January to update them on the progress and programs of the library. A suggestion was made to continue the community conversations.

Pat Placona suggested that the library's community calendar could be linked to the individual town calendars (if they have one). She also suggested that the calendar be shared on Instagram and Facebook if the towns had individual Facebook group pages.

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. The following policies were discussed:

1. Conflict of Interest Policy and Procedures:  
A motion was made by Meg Wormley to accept the policy as written. The motion was seconded by Pat Placona and all trustees voted in favor.
2. Investment Policy:  
This policy was tabled for the next meeting. John Cady questioned why only local banks could be considered for CDs. Additional research was needed.

### **Friend's Report**

Charlotte Shutts was unable to attend the meeting. Pat Placona reported that she had attended the Friends meeting and thanked them for their support of the 414 effort.

### **Committee Reports**

#### **Building Administration**

Ron Bixby reported that he had nothing to discuss.

### Development

Marilyn Gross presented the Development Committee report. She stated that the Gala had 200 virtual tickets and had accumulated \$59,115, which includes the \$22,923 in match donations. Of the 71 online purchases, 28 of the individuals also paid the associated PayPal fees.

The Business Partners 2022 had received 21 responses to the 50 business partner mailings. To date, \$5,000 had been received which is \$8,000 under the budgeted amount. Jane Plasman suggested that the committee do a follow-up of calls and emails to the business community.

Marilyn reported that the cards for the annual appeal will be available for a mailing on November 24<sup>th</sup>, 2021. The annual appeal was budgeted to raise \$40,000 and \$5,000 had already been received. On November 20<sup>th</sup>, 2021 from 10-1 pm, volunteers were meeting to write notes to include in the mailing. Additionally, an email blast was scheduled go out about two weeks after the Annual Appeal mailing was sent, prior to the New Year. The details of the appeal will also be available on the library website.

### Human Resources

Jane Plasman stated that performance appraisals will be completed soon. She stated that she would be sending out a request for feedback from the Board about the performance of the Director.

### Nominating

John Thompson 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 nominations would be officially voted on at December Board of Trustees meeting.

### Discussion and New Business

#### Old Business

None

#### New Business

None

Barbara Barrantes made a motion to adjourn the meeting. Chris Atkins seconded the motion, and all were in favor. The meeting was adjourned at 7:08 pm.

Respectfully Submitted  
Colleen Lutz, Secretary

