

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

**Present:** Chris Atkins  
Ron Bixby  
John Cady  
Michael Citrin  
Marilyn Gross  
Jane Plasman  
Ned Schneier  
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:** Marian Dodds

**Guests:** None

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. A motion was made by Ned Schneier 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 the following official results from the successful 414 vote:

Ancram 63.2% yes

Hillsdale 75% yes

Copake 63.4 % yes

Steve Smith reported that a debriefing meeting will be scheduled. The meeting will discuss the strategy for the next 414 vote and how to include the Friends of the Roe Jan Library more effectively during the process.

**Treasurer's Report**

Meg Wormley presented the Treasurer's Report. She stated that the library income for the month was \$21,063. This was slightly below budget because the mailing for the annual appeal was delayed.

The expenses for the month were \$35,853. There were no unexpected expenses during the month. Expenses were \$112 below budget. The projected 2021 surplus will be \$2,662.

### *2022 Final Budget*

A draft budget was reviewed at a special budget meeting on December 15<sup>th</sup>, 2021. Several adjustments were made to the 2022 budget:

1. The gala income is budgeted to be \$90,000.
2. The Didi Barrett grant is not included in the budget.
3. Donor Perfect will be reducing their rate, therefore this expense will be reduced.

The income for 2022 is budgeted to be \$385,158. The expenses are budgeted to be \$378,688. This will result in a surplus of \$6,826.77, which will be budgeted as contingency expense to create a balanced budget.

Michael Citrin made a motion to approve the 2022 budget. Steve Smith seconded the motion and all trustees in attendance were in favor.

### *2022 Capital Budget*

A capital budget of \$34,884 was provided. All funds were set aside in 2021 for the mortgage payments due in 2022.

Ned Schneier suggested that the trustees consider making improvements to create a berm, providing an additional 1.5 ft of elevation above the floodplain of the Roe Jan Kill. Michael Citrin suggested working with the Rail Trail to provide access to and from the library on the newly constructed extension of the rail trail.

Ned Schneier made a motion to accept the 2022 Capital Budget. Pat Placona seconded the motion, and all voted unanimously in favor.

Meg Wormley suggested that the accountant, Bob Patterson, continue providing accounting services to the library. Joan Wallstein made a motion to retain Bob Patterson for 2022 accounting services for the library. Chris Atkins seconded the motion, and all were in favor.

A motion was made to approve the warrant report by Steve Smith. Pat Placona 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.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 1: Enhance programming and collections to reflect the interests and needs of the community. She reported that almost all tasks had been completed or were in

progress. She was continuing to find and secure funding for the senior exercise program. She reported that the library staff would like to expand the programming for teens and have more teens volunteering in the library. The library was also working on expanding the e-resources.

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 reviewed:

1. Library Financial Policy (Revised)
2. Library Gift Acceptance Policy (Revised)
3. Library Investment Policy (Revised)
4. Library Purchasing Policy (Revised)

Jane Plasman made a motion to accept the polices as written. Steve Smith seconded the motion and all trustees were in favor.

Paid Holidays were reviewed. Tammy reported that Presidents Day was added. Ned Schneier suggested adding Juneteenth as well.

Jane Plasman made a motion to approve the Paid Holidays. Meg Wormley seconded the motion and all trustees voted in favor.

Tammy reported that she and the staff would begin the process of shelf reading the library. This is done to make sure the library items are in the proper place and an inspection of the condition of the collection is completed as well.

An email was sent to the volunteer list to recruit help for special projects that the library will be planning.

### **Friend's Report**

Charlotte Shutts was unable to attend the meeting.

### **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 2021 Gala had 228 virtual tickets and had accumulated \$59,590, which includes the \$23,598 in match donations. Many 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, \$8,600 had been received which is \$4,400 under the budgeted amount. Jane Plasman reported that she had resent business partner information to those that requested it, but the response rate was low.

Marilyn reported that the date for the 2022 Gala was June 25<sup>th</sup>, 2022. It is scheduled to be at the new Catamount Ski Center. Three people have volunteered to organize the event: Steve Futrell, Tom Tobin, and Frank Vitale. They have extensive experience with organizing large events. Catamount offered a %50 discount on the reservation of the lodge to library (\$2,500) and donated a \$600 season pass to be raffled in the auction.

The Annual Appeal had received \$58,000 in contributions to date. The notification went out in November. Jane Plasman reported that some donors had expressed that they could donate to either the Annual Appeal or the Gala, but not both. She suggested that, when possible, these fundraising events should be spread out to reduce donor fatigue.

#### Human Resources

Jane Plasman stated that the 2022 salaries had increased to account for inflation. The 2021 bonuses had remained the same.

#### Nominating

John Thompson reported that the committee was presenting 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.

Meg Wormley made a motion to proceed with the election of the of Trustees to the Board. Jane Plasman seconded the motion. A vote was held, and all members of the Board of Trustees indicated in favor of Beth Gordon and Veronica McTiernan for three-year terms on the Board. All members voted in favor of Michael Citrin to serve a one-year term on the Board.

The following officers were nominated for 2022: Pat Placona-President, Barbara Barrantes- Vice President, Meg Wormley- Treasurer, Colleen Lutz -Secretary. Nominations for officers would be voted on at the January 2022 Board of Trustees meeting.

#### Discussion and New Business

Pat Placona reported that Ron Bixby would be stepping down as trustee after 7 years of service. She read his letter to the Board.

Additionally, Pat Placona reported that Ned Schneier would also be stepping down as trustee after 17 years of service to the library. She read a brief tribute to Ned.

The Board thanked both Ron and Ned for their contributions.

**Old Business**

None

**New Business**

None

Pat Placona made a motion to adjourn the meeting. Rev. John Thompson seconded the motion, and all were in favor. The meeting was adjourned at 7:20 pm.

Respectfully Submitted  
Colleen Lutz, Secretary