

**Roeliff Jansen Community Library**  
Board of Trustees Meeting Minutes  
January 18, 2022, *via Zoom*

**Present:** Chris Atkins  
John Cady  
Michael Citrin  
Marian Dodds  
Beth Gordon  
Marilyn Gross  
Veronica (Ronnie) McTiernan  
Jane Plasman  
Steve Smith  
John Thompson  
Joan Wallstein  
Patricia Placona- President  
Barbara Barrantes- Vice President  
Meg Wormley- Treasurer  
Tamara (Tammy) Gaskell, Library Director

**Absent:** Colleen Lutz- Secretary

**Guests:** None

The meeting was called to order at 6:14 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 Meg Wormley to accept the Minutes with amendments. The motion was seconded by Chris Atkins and all trustees voted in favor.

**414 Committee Report**

Steve Smith noted that the 414 vote was a success. He reported that a 414 retrospective meeting was held to discuss the strategy for any future 414 vote and how to include the Friends of the RJCL more effectively into that 414 process.

Steve noted that while the 414 Committee could make recommendations, the ultimate decision was up to the Board. The board discussed when it might consider going forward with a 414 in the future.

**Treasurer's Report**

Meg Wormley presented the Treasurer's Report. She stated that the library finished 2021 in the black, with income exceeding expenses by \$34,616, which is \$47,948 above budget. She also noted that income for December 2021 was \$16,145 over budget due to the excellent response

to the Annual Appeal and receipt of a \$5,000 grant of state funds from Assembly member Barrett.

#### *Full Year Results*

December expenses of \$39,420 were \$4,050 over budget primarily caused by the timing of bill for printing and Annual Appeal.

Fundraising (donations, business partnerships\* and events) continue to be the library's major source of income (\*only category not at or over budget). Expenses for the year were on budget, a change from previous years when staffing shortages due to turnover resulted in expenses being under budget. Exterior and Grounds expenses were 55% over budget because of the need for extra plowing and mowing and the decision to outsource more of the maintenance of the gardens and plantings.

#### *Library Debt, Expenses and Surplus Funds*

The outstanding principle on the library's mortgage, now its only debt, is \$274,486 with a repayment term of nine years. The library's five-year plan calls for paying off the mortgage by the end of 2024 when the principle amount would be \$ 191,173.

The library's expenses have increased 55% since 2014 while income has increased 32%. Salaries and benefits have grown from 51% to 57% of expenses.

The Finance Committee, after reviewing the year end numbers, has recommended that the board pay careful attention to income and expenses this year and ensure that adequate reserve funds are available.

#### *Warrant Report*

A motion was made to approve the warrant report by Mike Citrin. Steve Smith seconded the motion and all trustees voted in favor.

#### **Director's Report**

Tammy Gaskell presented the director's report to the Board. Trustees noted favorably the number of Programs and Events listed and credited them with positively influencing many of the 414 voters.

She reported that the Open Meetings Law was indefinitely extended.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 6: Securing Library stability/sustainability. She noted that a comparison between 2014 and 2021 showed that fundraising still represented a large percentage of the library's income.

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 and numbers 3 and 4 were revised:

1. Conflict Policy (Reviewed)
2. Accident/Incident Report Form (Reviewed)
3. Vulnerable Adults Policy (Reviewed & Revised)  
(Americans with Disabilities Act Compliance Policy - provided for comparison purposes)
4. Art Policy (Reviewed & Revised)

Meg Wormley made motions to accept the Art Policy as amended and former trustee Ned Schneier's continuing participation in the Art Committee. Jane Plasman seconded the motions and all trustees were in favor.

John Thompson made a motion to accept the Vulnerable Adults Policy as revised. Marilyn Gross seconded the motion and all trustees were in favor. The first two policies, having been reviewed, were deemed adequate.

Finally, a Bylaws amendment was proposed that is intended to comply with Education Law requirements. The proposed amendment would be voted on at the next meeting.

### **Friend's Report**

Charlotte Shutts was unable to attend the meeting.

### **Committee Reports**

#### **Development**

Marilyn Gross reported on the Annual Appeal results which were \$82,815, this significantly exceeded budget. Jane noted that Business Partners would not make budget, she suggested reviewing the program in light of results. Chris discussed live and silent auction options being explored by Gala Committee.

**Human Resources** - None.

**Nominating** - None

### **New Business**

Steve Smith reported that all white and red wine, sparkling wine and beer for the Gala had been generously donated by Domaney's, Copake Wine Works and the Hillsdale Brewery.

Now that there is no longer a Building Administration Committee, Beth Gordon will be working with Tammy on projects in those areas.

**Old Business**

None

**Adjournment**

Pat Placona made a motion to adjourn the meeting,. John Thompson seconded the motion and all trustees were in favor. The meeting was adjourned at 7:18 pm.

Respectfully Submitted

Barbara Barrantes