

Roeliff Jansen Community Library Draft
Board of Trustee Meeting Minutes
February 15, 2022, *via Zoom*

Present: Chris Atkins
Michael Citrin
Marian Dodds
Beth Gordon
Marilyn Gross
Ronnie McTiernan
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

Guests: None

The meeting was called to order at 6:05 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 Chris Atkins to accept the minutes with amendments. The motion was seconded by Jane Plasman and all present trustees voted in favor.

Treasurer's Report

Meg Wormley presented the Treasurer's Report. She stated that the library income for the month was \$18,136. The Town of Taghkanic sent a \$1,000 donation to the library. Income for the Annual Appeal was \$6,522 over budget.

The expenses for the month were \$27,794. There were no unexpected expenses during the month, however a new book return was purchased and installed. Expenses were \$4,701 below budget.

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

2022 Health Insurance

The library compensates the employees for health insurance cost. The current policy is that the Director can be compensated up to \$7,500/year and the hourly employees are compensated up to \$2,500/year for health insurance.

The Director, as a full-time salaried employee, will be provided with group health insurance through Apollo Partners in Chatham effective April 1st, 2022.

The new library health insurance policy was proposed to include two classes of full-time hourly employees:

Employees less than 5 years – no insurance stipend

Employees more than 5 years – a monthly stipend of \$178.50 grossed up to cover taxes.

Jane Plasman made a motion to approve the health insurance policy for hourly employees. Barbara Barrantes seconded the motion and all trustees in attendance were in favor.

Several health insurance plans were compared for the Director. The Director stated that the Apollo Partners CDPHP silver policy was acceptable and very similar to the policy she currently had. This plan would require increasing the Director's coverage to \$8,000/year. A motion was made by Joan Wallstein to select the CDPHP Silver policy, the motion was seconded by Jane Plasman

Director's Report

Tammy Gaskell presented the director's report to the Board. No additional discussion or questions about the report were conducted.

The library bylaws were amended to change the number of trustees to fifteen. A motion was made by Pat Placona to amend the bylaws, as proposed. Jane Plasman seconded the motion and all trustees in attendance were in favor.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 2: Maximize the usability of the building and surrounding property and provide a safe and welcoming space for all. She reported that many of the tasks had been put on hold during the pandemic. Expansion of the building was not discussed at this time, therefore maximizing internal and external space was important.

Suggestions to improve the outdoor space were discussed. The Roe Jan Kill path needed to be maintained. An outdoor pavilion would increase the usability of the outdoor space. A connection to the rail trail would increase traffic to the library. Several trustees and Tammy suggested reaching out to local Boy Scout Troops to find Eagle Scouts looking to complete a project.

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. Vulnerable Adult Policy: A motion was made by Jane Plasman and seconded by Meg Wormley to accept the policy as proposed. All trustees in attendance were in favor.
2. ADA Policy: A motion was made by Jane Plasman and seconded by Meg Wormley to accept the policy as proposed. All trustees in attendance were in favor.

A motion was made by Steve Smith to accept the state annual report. The motion was seconded by Beth Gordon. All trustees in attendance voted in favor.

The conflict of interest forms were due and should be submitted to Tammy. The March 2022 Board of Trustee meeting will be held via Zoom.

Friend's Report

Charlotte Shutts was unable to attend the meeting. Ronnie McTiernan read the minutes from the previous Friend's meeting. She stated that the bookstore may be open on March 5th, 2022.

Committee Reports

Building Administration

No Report.

Development

Marilyn Gross presented the Development Committee report. The Annual Appeal had received \$85,000 in contributions to date. There were 277 gifts made to date.

The Business Partners 2022 had received 38 responses to the 50 business partner mailings. To date, \$9,725 had been received. Jane Plasman reported that she and Meg Wormley will begin working on the brochure.

The National Library Week (4/3/22-4/9/22) theme for 2022 was "Connecting With Your Library". The mailing will be sent out by March 18th, 2022.

Marilyn reported that the date for the 2022 Gala was June 25th, 2022 5pm-7pm. As was discussed in previous meetings, it is scheduled to be at the new Catamount Ski Center. Three people volunteered to organize the event: Steve Futrell, Tom Tobin, and Frank Vitale. The Gala committee expected 350 +people to attend.

There would be three food trucks providing the food and a live bluegrass band.

Multiple questions were raised about the online and live auctions and other logistical considerations (catering food, procuring donations for the silent and live auctions, etc.).

Pat Placona suggested that the Board invite one of the organizers to attend the next Board of Trustees meeting to give an update on the progress of the Gala planning. Chris Atkins requested that any questions be submitted to the Development Committee in advance of the March Trustee meeting, so they could be shared with the Gala planning volunteers.

Jane Plasman suggested that the next development meeting be devoted entirely to the Gala planning.

Human Resources

Jane Plasman stated that she had no report for this month.

Nominating

John Thompson had to leave the meeting early. Nothing was reported for this month.

Old Business

None

New Business

Steve Smith stated that a 414 policy should be developed by the Board. The number of signatures needed for a petition would need to be determined and if increased from the "COVID 25" number, could potentially impact the need for additional volunteers to gather signatures. This discussion was be tabled and put on the agenda later in 2022.

Chris Atkins made a motion to adjourn the meeting. Michael Citrin seconded the motion, and all were in favor.

Respectfully Submitted
Colleen Lutz, Secretary