

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

Present: Chris Atkins
Michael Citrin
Marian Dodds
Beth Gordon
Marilyn Gross
Ronnie McTiernan
Jane Plasman
Steve Smith
John Thompson
Pat Placona- President
Barbara Barrantes- Vice President
Meg Wormley- Treasurer
Colleen Lutz- Secretary
Tamara (Tammy) Gaskell, Library Director

Absent: John Cady, Joan Wallstein

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 Jane Plasman to accept the minutes with amendments. The motion was seconded by Marilyn Gross 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 \$151,401, under budget. The expenses for the month were \$26,971.

A motion was made to approve the warrant report by Chris Atkins. 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.

She commented that the library would be receiving a "Library of Local" kiosk from the Hudson Valley Partners for Climate Action. It will include information about climate change and local ways to mitigate the impacts. The library intended to do a local seed exchange in April 2022. Tammy led the continuing discussion of the Strategic Plan tracking.

Tammy reported that masks were no longer required in the library as of March 7th , 2022. This coincided with the lift of the statewide mask mandate. In April, the board will be scheduled to meet in person.

The library will be holding a picnic on August 14, 2022. The Friends of the Library will be hosting the event. Cantele will be the vendor providing the tent and “The House Band” will provide the music.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 5: Seek regular input from the community in assessing the relevance and effectiveness of the library's Five-Year Plan of Service, its policies, practices, and operations. She reported that the recent survey results were reviewed and suggestions were discussed.

The library discussed the potential need for more hours and determined that currently, the attendance was less in the evening. Expanding hours was determined to not be a priority at this time, however it will be revisited in six months. The Community Conversations may continue in Spring and Summer of 2022.

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. Programming Policy: A motion was made by Jane Plasman and seconded by Steve Smith to accept the policy as proposed. All trustees in attendance were in favor.
2. Unattended Children Policy: A motion was made by Steve Smith and seconded by Beth Gordon to accept the policy as proposed. All trustees in attendance were in favor.
3. Patron Complaint Policy: A motion was made by Barbara Barrantes and seconded by Ronnie McTiernan to accept the policy as proposed. All trustees in attendance were in favor.
4. Purchasing and Procurement Policy: The policy was discussed and the definitions of RFP and RFQ were clarified to the board. The clause under the RFPs and RFQs section “ When the Library has a high cost or complex project” was amended to: “When the overall project cost is \$5,000 and over or deemed to be a complex project,”. A motion was made by Meg Wormley to accept the policy with the changes listed above. The motion was seconded by Barbara Barrantes and all the trustees were in favor.

Pat Placona introduced a motion to create a new committee called the “Ad Hoc Committee”. It will used to address different unplanned issues that may arise during the operation of the library. This committee could be expanded as different expertise may be needed for issues. The based committee membership was determined to be Tamara (Tammy) Gaskell, Pat Placona,

Barbara Barrantes, Meg Wormley, and Beth Gordon. The motion was made to create this committee and membership as proposed by Chris Atkins. The Motion was seconded by Steve Smith and the trustees vote unanimously in favor.

Friend's Report

Ronnie McTiernan reported that the bookstore had made \$455 on March 5th, 2022. The next date the bookstore will be open is will be April 2nd, 2022.

Committee Reports

Building Administration

No Report.

Development

Marilyn Gross presented the Development Committee report. The Annual Appeal had received \$88,572 in contributions to date. There were 284 gifts made to date.

Chris Atkins reported that National Library Week (NLW) mailing will be sent out by March 21th, 2022. This was timed to coincide the NLW with the Annual Report.

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. The auction sub committee will make the silent and live auctions website available on the library website. The auction website will be live on June 1st, 2022.

There would be three food trucks providing most of the food and additional food to supplement.

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

Human Resources

No report for this month.

Nominating

No report for this month.

Old Business

The Board congratulated Tammy on her four-year anniversary with the library.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Barbara Barrantes seconded the motion, and all were in favor. The meeting adjourned at 7:02pm.

Respectfully Submitted
Colleen Lutz, Secretary