

Roeliff Jansen Community Library
Board of Trustees Meeting Minutes
April, 19, 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
Patricia Placona- President
Barbara Barrantes- Vice President
Meg Wormley- Treasurer
Tamara (Tammy) Gaskell, Library Director

Absent: Colleen, Lutz- Secretary, Joan Wallstein

Guests: A member of our community joined the meeting.

The meeting was called to order at 6:04 pm by President Pat Placona.

Review and Approval of Minutes

Minutes were previously distributed via email. A motion was made by Meg Wormley to accept the Minutes as written. The motion was seconded by Chris Atkins and all trustees voted in favor.

Treasurer's Report

Meg Wormley presented the Treasurer's Report. She noted that the library's expenses, as expected, exceeded income by over \$20,000. She reported that grant in income included an income unrestricted \$2,500 grant, the budget does not include unrestricted grants.

Monthly Results

Income for the month totaled \$7,524, which was \$4,643 under budget due to timing issues.

Expenses for the month totaled \$27,797, which was \$5,111 under budget also due primarily to timing issues.

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 commented on the number and variety of programs offered by the library.

She reported on the Gala expenses and discussed the Gala Save the Date Card. Tammy also reported that Ingrid Kildiss, Library Associate and Communications Manager, had resigned.

She discussed training: mandatory Trustee Sexual Harassment Training, which for 2022 is offered online by NYC; and trustees will be asked to attend training offered by the Mid-Hudson Library.

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 presented for discussion and approval:

- Customer Service (addition of language regarding political discussions by staff on premises)
- FOIL (clarification of policy regarding voluntary response to FOIL requests, as an Association the library is not a government agency subject to FOIL)
- Facility Plan (updated)

Marilyn made a motion to approve the Customer Service Policy as amended and Chris seconded the motion. All trustees voted in favor.

Meg made a motion to approve the FOIL Policy as amended and Chris seconded the motion. All trustees voted in favor.

Meg made a motion to approve the Facility Plan as updated and Mike seconded the motion. All trustees voted in favor.

Jane Plasman made a motion to accept the Whistleblower Protection Policy and Beth Gordon seconded the motion. All trustees were in favor.

Jane Plasman made a motion to approve the Employee Handbook and Steve Smith seconded the motion. All trustees were in favor.

Friend's Report

Ronnie presented the Friends Report, they have raised \$1712. from book sales plus over \$400. from sales to book dealers. They need book donations.

Committee Reports

Development

Marilyn reported on the results to date from National Library Week mailing which was \$9,000 from 97 donations, this was promising since the budget goal is \$12,000.

Marilyn gave a Gala update and reported that Gala Host invitation letters were scheduled to go out May 12th and tickets will cost \$275 each.

Human Resources - None.

Nominating - John reported that Ronnie was elected a new member of the Nominating Committee.

New Business

Building and Grounds Ad Hoc Committee - Beth reported on negotiations with KEK lawn services following a successful RFQ process. Tammy reported on the interviews with several exterminator services.

Barbara informed the trustees that the library had obtained pro bono legal services from the law Sheppard Mullin law firm.

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 7:04 pm.

Respectfully Submitted
Barbara Barrantes