

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
May 17, 2022, *via Zoom*

Present: Chris Atkins
Michael Citrin
John Cady
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: None

Guests: Tom Tobin
Steve Futrell

The meeting was called to order at 6:00 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 John Cady and all present trustees voted in favor.

Gala Updates

Steve Futrell and Tom Tobin joined the trustee meeting to share the progress on the Gala event. Tom reported that everything was in place for the gala and that the trustees needed to work on getting the word out about ticket sales and auction items. At the time of the meeting, 60 items/experiences were donated to the auction. He stated that it would be better to have more items donated and encouraged the trustees to work on securing more items.

Marilyn Gross stated that she would send around the list of items that had already been secured. Jane Plasman suggested that a list of the previous years donated items could also be helpful when soliciting donations. She also suggested that a service auction could be a great auction item, for example two hours of gardening help.

Barbara Barrantes noted that the "save the date" cards looked nice.

Treasurer's Report

Meg Wormley presented the Treasurer's Report. She stated that the library income for the month was \$13,269. This included donations of \$10,678 from National Library Week and \$1,715 from the Columbia County Youth Bureau.

The expenses for the month were \$31,323. The expenses included the mailing of the annual report (\$3,232) and National Library Week (\$2,813).

Meg stated that the accountant will be doing a review of the books during the summer. She also reported on the costs/savings of the current solar panels. According to the calculations, the current panels are providing 34% of the library's energy needs. The costs from the original installation had been recouped. She suggested that the board consider installing more panels to supplement the energy needs/expenses which are currently 2% of the budget at about \$5,000/year.

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

Prior to the meeting, she circulated a vaccine policy for the Roe Jan Community Library staff. She reported that all staff members were full vaccinated to CDC standards. A question was asked about who made the determination of exemption. The board decided that the library Director should make the determination of exemption after receiving legal counsel.

Meg Wormley made a motion to approve the Staff Vaccination Policy. Chris Atkins seconded the motion and all trustees voted in favor.

Tammy reported that the job search and interview process for the open position were ongoing. Three interviews were scheduled, two interviewees backed out and one did not confirm the date or time of the interview.

Jane Plasman suggested that the library might post the position on an email blast, for example in the Town of Ancram.

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 the library is continuing to meet or exceed the milestones in this goal. Art workshops, writing workshops, and discussion groups are very popular with the community. Six outdoor concerts are scheduled for the year and an art exhibit will begin in May. The only area she reported as needing improvement was the ESL programing.

Friend's Report

Ronnie McTiernan reported that the Friends would be making a \$5,000 donation for the gala. The bookstore is scheduled to be open each Saturday Memorial Day thru Labor Day.

Committee Reports

Building Administration

Tammy reported that the septic tank had been cleaned. Pest control had made an initial visit/assessment of the building.

Development

Marilyn Gross presented the Development Committee report. The National Library Week donations were \$11,982 almost reaching the \$12,000 goal.

Marilyn reported that 54 host tickets had been purchased for the 2022 Gala, and the current income was \$16,445. Expenses are expected to be approximately \$20,000.

Human Resources

No report for this month.

Nominating

No report for this month.

Old Business

None.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Beth Gordon seconded the motion, and all were in favor. The meeting adjourned at 7:15pm.

Respectfully Submitted
Colleen Lutz, Secretary

