

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
August 16th, 2022, *via Zoom*

Present: Chris Atkins
John Cady
Marian Dodds
Marilyn Gross
Ronnie McTiernan
Jane Plasman
John Thompson
Joan Wallstein
Pat Placona- President
Barbara Barrantes- Vice President
Meg Wormley- Treasurer
Colleen Lutz- Secretary
Tamara (Tammy) Gaskell, Library Director

Absent: Michael Citrin, Beth Gordon, Steve Smith

Guests: Joyce Craw

The meeting was called to order at 6:05 pm by President Pat Placona. She opened the meeting by congratulating Tammy on receiving the Mary Bobinski Innovative Public Library Director Award as well as her completion of her MS of library science degree.

Review and Approval of Minutes

Changes to the previous month's minutes were proposed via email. A motion was made by Joan Wallstein 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 \$24,070. She noted that the first 2023 business partner was received. All expected Gala income was received.

The expenses for the month were \$37,466, which included expenses for the picnic. This was \$904 below budget due to timing. The electric bill was higher than budgeted due to the increased cost of electricity.

The Friends had donated \$5,000 to be applied to the mortgage expenses.

The Finance Committee has recommended that the mortgage be paid down. The surplus funds to apply to the mortgage have been decreasing each year. The committee suggested that the library hold a "Burn The Mortgage" campaign to raise approximately \$220,000 in funds to apply

to the remainder of the mortgage. Marilyn Gross made a motion to create a committee focused on creating a campaign to pay down the mortgage. Chris Atkins seconded the motion and all trustees were in favor.

Jane Plasman suggested that there be donor tiers so that all levels of donation to the campaign can be recognized. She also suggested that a marketing company be consulted to help develop a campaign plan.

A motion was made to approve the warrant report by Pat Placona. Joan Wallstein 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.

Tammy stated that there will be several fall programs focusing on Senior Health Issues, Local Authors, and Local History. They will be held once a month. Another writing workshop will be held in the fall.

The video conferencing resolution was reviewed by the board. A motion was made by Chris Atkins to accept the resolution as amended. Meg Wormley seconded the motion and all trustees voted in favor.

The video conferencing policy will be reviewed by the executive committee and presented to the Trustees for review at the September meeting.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 4: Serve as an information center for the Roe Jan area, providing information on the library and the wider area. The board discussed different ways to build the presence of the library. The library will continue to provide an online newsletter and have hard copies available at the circulation desk.

Meg Wormley suggested that a presentation of the library's programs, progress, and vital statistics could be made to each of the Town Boards. She added that a good time to do so might be right around the time the annual report is mailed to the Roe Jan community.

Tammy reported that the community calendar was in process.

Friend's Report

Joyce Crow reported that the bookstore will continue to be open each Saturday thru Columbus Day from 10am-2pm. She reported that they had approximately \$1,403 in sales in July 2022 and that the bookstore is looking for selective donations.

The picnic brought in about 100 visitors to the bookshop and the Friends were able to give each child two books. There was \$88 in sales on the day of the picnic.

Joyce reported that as of 7/31/2022, the balance in the Friends account was \$9,868. She also reported that the Friends donated \$5,000 to the library in August. This donation was used for mortgage expenses.

On December 9th and 10th, the Friends will be holding a cookie and soup fundraiser.

The Friends will be revising the existing bylaws. The president and officers will now have two-year terms. On even years, the president and secretary will be voted on. Odd years will be the vice-president and treasurer.

Committee Reports

Building Administration

Won door will be coming out to look at the accordion door.

Development

The Community Picnic was a success and approximately 200 people attended. A thank you was expressed for all of the volunteers that helped out.

Several suggestions were made to help improve the picnic. Joyce Crow suggested it could be closer to when school is out, or it could be an ice cream social with more games. Pat Placona suggested that a different month could be chosen. Joan Wallstein suggested more publicity around the event.

Marilyn Gross reported that the 2022 Gala grossed about \$105,000, with approximately \$18,000 in expenses. Marilyn stated that there would be a full debrief meeting on August 27th, for those that may want to attend. They will be discussing the 2023 Gala.

The Annual Appeal preparation will begin in September and the mailing will go out in early November. Meg Wormley stated that if the format of the Appeal was a holiday card, then it should be mailed out just before Thanksgiving.

The September development meeting, September 13th, 2022, will be the review of the Business Partner Program. Any ideas could be sent to Jane Plasman in advance of the meeting.

Human Resources

No report for this month.

Nominating

John Thompson asked if more people were needed for the various committees of the Board. Pat Placona suggested that a Community Outreach Committee be reinstated. A motion was

made by Meg Wormley to reinstate the Community Outreach Committee. Jane Plasman seconded the motion and all trustees voted in favor.

Old Business

None.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Marilyn Gross seconded the motion, and all were in favor. The meeting adjourned at 7:05pm.

Respectfully Submitted
Colleen Lutz, Secretary

Open Meetings Law Videoconferencing Resolution

Roeliff Jansen Community Library

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Roeliff Jansen Community Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Roeliff Jansen Community Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, excerpt during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Roeliff Jansen Community Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Roeliff Jansen Community Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Roeliff Jansen Community Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Approved by the Board of Trustees, August 16, 2022