

**Roeliff Jansen Community Library**  
Board of Trustee Meeting Minutes  
September 20<sup>th</sup>, 2022

**Present:** John Cady

Marian Dodds  
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:** Chris Atkins, Michael Citrin, Beth Gordon, Steve Smith, Marilyn Gross

**Guests:** None

The meeting was called to order at 6:04 pm by President Pat Placona. She opened the meeting by notifying the board that Michael Citrin had submitted his letter of resignation, effective immediately. The Board thanked Mike for his service and contribution.

**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 John Cady 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 \$3,673. She noted that the Friends group had donated \$5,000 in August to apply to the mortgage principal. This has been credited as capital funds received and the total now due on the mortgage principal is under \$250,000. A donation of \$1,000 was received in honor of Jim Lapenn.

The expenses for the month were \$22,994, which was under budget due to timing.

Bob Patterson was close to completing the 2021 annual review of the finances for the library.

The "Pay off the Mortgage" Committee had been formed. The first meeting will be held October 12<sup>th</sup>, 2022.

A motion was made to approve the warrant report by Jane Plasman. 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.

The Policy for Video Conferencing was reviewed by the board. Questions were raised about the circumstances a member could ask to attend via video conference.

Tammy and Pat explained that extraordinary circumstances might include illness or care for a sick member of the family. The intent is to have Board members attend the meetings in person. A member of the Board attending via Zoom will not be able to count as part of the quorum, but they can vote on issues if a quorum is made at the physical meeting location.

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. The Board discussed completing another survey in 2023. Several members expressed an interest in continuing the Community Conversations. Tammy reported that a Wednesday Parents group had been formed to help parents from the area meet each other.

### **Friend's Report**

Ronnie McTiernan reported that the bookstore will continue to be open each Saturday thru from 10am-2pm through the end of October. If the Friends want to open the bookstore into November, additional volunteers would be needed. She reported that they had approximately \$1,092 and \$56 in donations for the month of August 29th to September 17<sup>th</sup>, 2022.

### **Committee Reports**

#### **Building Administration**

Tri State Folding Doors had been contacted about the accordion door in the community room. Tammy received multiple estimates, from replacing the existing with a completely manual door (\$29,000), Flat panel doors (\$35,000), or fixing the existing door by disconnecting the power to it so it must be manually opened (\$6,000). The building inspector came and verified that a fire door was not needed in the space.

Several people suggested that a heavy stage curtain could be used to separate the room. Meg suggested that the library apply for a state construction grant. She suggested replacing the exiting door with a completely manual door.

#### **Development**

Jane Plasman reported that at the development on September 28<sup>th</sup>, 2022, the focus will be on the Business Partner Program. Letters will be sent to current, past and prospective Business Partners with follow up by Trustees and Development Committee members.

John Cady asked if there were things the library could do to make the program more enticing. Jane suggested that it was an opportunity for a business to show their commitment to a community.

Any ideas could be sent to Jane Plasman in advance of the meeting.

Human Resources

No report for this month.

Nominating

No report for this month.

Outreach

Ronnie Mctiernan reported that she hoped to get a meeting scheduled before the next Board of Trustee meeting. The following people have expressed an interest: Janet Mackin, Marian Dodds, Jeff Dreiblatt, Chris Kissel (notified 9/20/2022).

**Old Business**

None.

**New Business**

NBC news ten completed an interview with Tammy . The reported was interested in Leon Smith's chair in the parking lot. Tammy said she would save the news clip and send it to Elain Smith (Leon's widow).

Jane Plasman made a motion to adjourn the meeting. Barbara Barrantes seconded the motion, and all were in favor. The meeting adjourned at 6:52 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary