

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
October 18th, 2022

Present: Chris Atkins
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
Colleen Lutz- Secretary
Tamara (Tammy) Gaskell, Library Director

Absent: Meg Wormley,

Guests: Sharon Luchow (Friends), Mark Wilson MHLS, Janet Schnitzer MHLS, Jill Leuning MHLS

The meeting was called to order at 6:03 pm by President Pat Placona. She opened the meeting by welcoming the guests from the MHLS Board. Each guest introduced themselves to the trustees and RJCL trustees introduced themselves to the guests.

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 Beth Gordon and all present trustees voted in favor.

Treasurer's Report

Meg Wormley was absent from the meeting. She had distributed the Treasurer's report and supporting information prior to the meeting. There were no questions about the report.

A motion was made to approve the warrant report by Colleen Lutz. Steve Smith 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 Code of Ethics was reviewed by the board. Barbara Barrantes suggested that the text in the first bullet "in the capacity of trust upon them" be removed. In the seconded bullet, Tammy noted that the last word "decision" should be plural "decisions".

A motion was made to accept the Code of Ethics, with amendments, by Joan Wallstein. Colleen Lutz seconded the motion, and all trustees were in favor.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 6: Secure the library's stability and sustainability. The Board discussed the 414 and that it had not yet met the 60% tax funding. The Board considered doing another 414 in two years as opposed to three. Additionally, a building repair and improvement fund should be established as the library continues to age and need upgrades.

The board discussed Cyber Security Insurance. More information will be gathered to determine if the library needs this type of insurance and how much it would cost.

Friend's Report

Sharon Luchow reported that the bookstore will continue to be open each Saturday from 10am-2pm, through the end of November. After that, they plan to be open on the first Saturday of each month. She reported that they had sales of approximately \$100-\$200 per week this month. There were 25-30 patrons each week and approximately 5-10 people with book donations.

The Friends are planning a Cookies, Books and Soup Fundraiser on December 9th-10th from 11:00 am to 2:00 pm.

Committee Reports

Building Administration

Won door came out to the library to evaluate the accordion door. Tammy had heard no word on the status of their review.

Tri State Folding Doors had provided an estimate for a manual four panel door \$35,000 (no pass through door) to \$40,000 (pass through door). They estimate that it will take 18 weeks to get the panels. During that time, the community room would be open to the library.

Since this was a necessary repair, Pat Placona stated that the funds would be put in the budget. The library may plan to apply for the state construction grant in 2023 to help offset the costs.

Development

Marilyn Gross reported that National Library Week had a total of 130 contributions for a total of \$12,400 in donations.

The "Pay Down the Mortgage" committee had their first meeting. It was decided that the project would be two years. They will be looking for a smaller group of donors to make larger contributions over time.

The Annual Appeal will be sent out in mid-November to be received just after the Thanksgiving holiday. Trustees were asked to stop by on November 4th, 5th, or 6th to help write personalized notes in the cards.

Jane Plasman reported that 84 letters were sent out for the Business Partner Program. Letters were sent to current, past, and prospective Business Partners. Each trustee took 6 partners names and addresses for follow up.

Human Resources

No report for this month.

Nominating

John Thompson reported that the nominating committee would meet before the November trustee meeting to discuss nominations for trustee beginning in 2023. There are eight trustee positions that will be nominated.

Outreach

Ronnie McTiernan reported that the first meeting had been held. Janet Mackin, Marian Dodds, Michelle Spazian, and Fran Columbo agreed to serve on the committee. They are looking to focus on small groups within the community, such as youth, senior, migrants, etc.

Old Business

None.

New Business

None.

Joan Wallstein made a motion to adjourn the meeting. John Cady seconded the motion, and all were in favor. The meeting adjourned at 7:12 pm.

Respectfully Submitted
Colleen Lutz, Secretary