

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

**Present:** Marilyn Gross  
Ronnie McTiernan  
Jane Plasman  
Steve Smith  
Rev. John Thompson  
Pat Placona- President  
Barbara Barrantes- Vice President  
Meg Wormley-Treasurer  
Colleen Lutz- Secretary  
Tamara (Tammy) Gaskell, Library Director

**Absent:** Chris Atkins, Beth Gordon, John Cady, Marian Dodds, Joan Wallstein

**Guests:** Kim Hausner

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

**Review and Approval of Minutes**

A motion was made by Jane Plasman to accept the October 2022 minutes. The motion was seconded by Barbara Barrantes and all present trustees voted in favor.

**Treasurer's Report**

There were no questions about the November 2023 report. Income for the month was \$14,725, which is under budget. Expenses were \$31,090, under budget due to the timing of the insurance bills.

She reported that the budget review meeting was held on December 15<sup>th</sup>, 2022 at 6pm at the library. The final budget was adjusted by \$90.00 from the draft budget due to the removal of miscellaneous fundraising. The budgeted income for 2023 is \$413,965 and the budgeted expense is \$412,457. The \$1,508 difference was added to a contingency expense category, resulting in the budget being balanced (income=expense).

A motion was made by Meg Wormley to increase the rent for Roberta Roll to \$37.50 per yoga session in 2023. The motion was seconded by Pat Placona and all trustees voted in favor.

The Director's salary was reduced in 2023 to reflect a reduction in hours. Kate will be taking on more hours in 2023 to offset this by increasing to 36.5 hours per week.

The Treasurer noted that health insurance rates would likely increase to about \$8,700 for the director in 2023. This is currently unknown and estimated in the current budget.

Several major repairs will be completed in 2023. The library was planning to apply for the NYS construction grant in 2023, to offset costs.

A motion was made to approve the warrant report by Meg Wormley. Marilyn Gross seconded the motion and all trustees voted in favor.

Pat Placona made a motion to approve the 2023 budget. Jane Plasman seconded the motion and all trustees voted in favor.

The Board discussed the cyber security insurance estimate proposed by Kneller Insurance. Barbara Barrantes suggested that the libraries' pro-bono cyber-crimes council review the proposal to make sure it fits the needs of a non-profit organization.

Meg Wormley made a motion to approve the At-Bay policy for \$1,737/year contingent on review by council. Pat Placona seconded the motion, and all trustees were 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.

In 2023, training becomes mandatory for all Trustees. The Director drafted an Education Policy that highlighted the expectations for trustees as defined by MHLS. She reported that MHLS will continue to offer the same trainings as in the past and they will have an online system to help track Trustee training.

Meg Wormley made a motion to accept the Education Policy as written. Steve Smith seconded the motion, and all trustees were in favor.

The Board discussed Goal 2: Maximize the usability of the building and surrounding property and provide a safe and welcoming space for all. Tammy noted that the library is starting to be used as a gathering place post COVID. She also noted that once the accordion door is replaced, the library will be better equipped to hold more events and be more versatile with how the space can be configured.

Colleen Lutz discussed the opportunity for the library to work with NYS PARKS to enhance the outdoor space near the Roe Jan. She stated that she would share the contact information for the representative she spoke with.

### **Friend's Report (May need revision of Numbers)**

Ronnie McTiernan reported that during the month of November, the bookstore had 101 customers and made \$1,089 in sales. In December, the bookstore made \$833 in sales. The group decided to open the bookstore on the first Saturday of January and February.

The Friends Cookies, Books and Soup Fundraiser, in honor of Charlotte Schutts, was held on December 9<sup>th</sup>-10<sup>th</sup> from 11:00 am to 3:00 pm. During that time, there were 42 customers and \$1,393 was raised.

Pat Placona reminded the Board to stop in and support the events held by the Friends group.

### **Committee Reports**

#### **Building Administration**

No Report

#### **Development**

Marilyn Gross reported that The Annual Appeal had received \$29,680.33 in donations as of 12/20/2022. She also reported that the Business Partners had received \$8,025.00 in donations as of 12/20/2022.

Jane Plasman reviewed with the Board the progress of some of the outstanding business partners. Each Board member reported their progress with the partners they followed up with.

#### **Human Resources**

No report

#### **Nominating**

John Thompson reported that the nominating committee met in November. Seven trustees were recommended to be nominated. The recommended trustees are:

Barbara Barrantes  
John Cady  
Marian Dodds  
Colleen Lutz  
Pat Placona  
Steve Smith  
Meg Wormley

The Board of Trustees unanimously approved the seven nominated trustees.

John noted that four officers were recommended to be nominated in January 2023. The recommended officers are:

Pat Placona- President  
Barbara Barrantes- Vice President  
Meg Wormley- Treasurer  
Colleen Lutz- Secretary

The vote for the officer positions will be held in January 2023.

### Outreach

Ronnie McTiernan reported that another meeting was held. Kim Hausner joined the committee and now there are five members. The committee had been continuing to reach out to groups within the library community.

### 414

No report

### Old Business

Steve Smith reported that he felt the Annual Appeal was not promoted on the library website. Pat and Tammy agreed and reported that they were working to correct that issue.

### New Business

None.

Prior to closing the meeting, Pat Placona extended words of gratitude to Jane Plasman, who was stepping down as a trustee in 2023. Jane had worked on the 414 committee, Human Resources, and Development committees while serving on the Board.

Steve Smith made a motion to adjourn the meeting. John Thompson seconded the motion, and all were in favor. The meeting adjourned at 6:56 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary