

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
November 15th, 2022

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

Absent: Steve Smith

Guests: Joyce Craw (Friends)

The meeting was called to order at 6:00 pm by President Pat Placona.

Review and Approval of Minutes

A motion was made by Chris Atkins to accept the October 2022 minutes. The motion was seconded by Joan Wallstein and all present trustees voted in favor.

Treasurer's Report

There were no questions about the report. She circulated the draft 2023 budget prior to the meeting. She noted that the numbers had changed and that the surplus amount will be reduced to \$1,165 in 2023. The accordion door will be funded out of the capital fund and any grant funds awarded to the library through the state construction grant.

The budget meeting was determined to be held on December 15th, 2022 at 6pm at the library.

A motion was made to approve the warrant report by Joan Wallstein. Pat Placona 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 Grievance Procedure and Form were reviewed by the board. No changes were proposed. Meg Wormley made a motion to approve the procedure and form. The motion was seconded by Barbara Barrantes and all trustees were in favor, motion carried.

Tammy continued the discussion about the replacement of the accordion door. She suggested that the door be taken down in March or April, then reconstructed in July to coincide with the approval of the state construction grant. The suggested timing is best as there are less programs going on inside the library during that time.

Tammy led the continuing discussion of the Strategic Plan tracking. The next goal reviewed during the meeting was Goal 1: Enhance programing and collections to reflect the interests and needs of the community. Tammy noted that the ESL class has had a consistent group of about five people in attendance. The small size has made it easier to teach and provide one on one assistance. The concerts and art exhibits seem to be very popular. She noted that teens have always been a difficult group to engage.

The board discussed the 2023 Holidays. Due to the calendar, three additional holidays were added. Jane Plasman made a motion to include Presidents Day, Juneteenth, and Veterans' Day holidays to the 2023 calendar. Joan Wallstein seconded the motion, all trustees voted in favor motion carried.

Friend's Report

Joyce Crow reported that the balance of the Friends account was \$7,045.68. During the two days it was open, the bookstore had made approximately \$371.00 and had 40 visitors and 4 good book donations. The group is still deciding if they will be able to be open in the winter.

The Friends are holding a Cookies, Books and Soup Fundraiser on December 9th-10th from 11:00 am to 3:00 pm. This is in honor of Charlotte Schutts.

Committee Reports

Building Administration

See Director's report.

Development

Marilyn Gross reported that The Annual Appeal was sent out in early-November and had received 4 donations in the total of \$379.00 to date. Of the 2,000 letters that were sent out, about 1,300 had personalized notes.

Jane Plasman reviewed with the Board the progress of each business partner. Each Board member reported their progress with each of the six partners they chose.

Human Resources

The following recommendations for year-end bonuses were made by the Human Resources committee:

Tammy- \$1,500
Tia- \$550
Fran- \$500
Robin- \$300
Kate- \$200
Ramona- \$125
Lia- \$125

A motion was made by Joan Wallstein to accept the bonus amounts as proposed. John Cady seconded the motion, all were in favor, motion carried.

Nominating

John Thompson reported that the nominating committee met in November. Seven trustees were recommended to be nominated for an additional term at the December Board of Trustee Meeting. The recommended trustees are:

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

He noted that Michael Citrin had resigned and Jane Plasman will not be renewing her term. 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

Outreach

Ronnie McTiernan reported that a second meeting had been held. Janet Mackin, Marian Dodds, Michelle Spiezia, and Fran Columbo agreed to serve on the committee. They have reached out to representatives of key groups within the community, such as youth, senior, migrants, etc. Kim Hausner will be joining the outreach group as well.

A Zoom meeting was held on November 15th, 2022. The committee will begin to start planning a strategy for the next 414. This will be dependent on the progress of economy over the next few months.

Old Business

None.

New Business

None.

Marilyn Gross made a motion to adjourn the meeting. Jane Plasman seconded the motion, and all were in favor. The meeting adjourned at 7:15 pm.

Respectfully Submitted
Colleen Lutz, Secretary