

**Roeliff Jansen Community Library**  
Board of Trustee Meeting Minutes  
January 17, 2023

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

**Absent:** John Cady

**Guests:** Kim Hausner

The meeting was called to order at 6:10 pm by President Pat Placona.

**Review and Approval of Minutes**

Meg Wormley and Marilyn Gross submitted corrections to the December minutes. Corrections were made. A motion was made by Chris Atkins to accept the December 2022 minutes with amendments. The motion was seconded by Beth Gordon and all present trustees voted in favor.

**Treasurer's Report**

There were two questions about the Year End 2022 report. Meg Wormley explained how the grant figures were calculated. Additionally, she explained that the comparison of the income over the past few years reflects the impact of the PPE loan and an anonymous donor in 2020.

There were \$87,392 remaining in the surplus funds in 2022. Steve Smith made a motion to move \$25,000 to the maintenance and repair fund and \$34,888 dollars to be moved into the mortgage account to pay the mortgage for 2023. Beth Gordon seconded the motion and all trustees voted in favor.

Joan Wallstein made a motion to move \$7,000 from the Reinhard bequest in the reserve funds to the operating fund. Pat Placona seconded the motion and all trustees voted in favor.

Income for the month was \$46,874, which is over budget. Expenses were \$45,138, over budget due to the timing of the insurance bills.

A motion was made to approve the warrant report by Steve Smith. Chris Atkins seconded the motion and all trustees voted in favor.

### **Director's Report**

Tammy Gaskell presented the director's report to the Board. Meg Wormley noted that there are more programs, but it seemed that there was less traffic. Tammy reported that there were smaller groups attending the programs. The ESL tutoring is consistently attended.

In 2023, training becomes mandatory for all Trustees. MHLS sent out an email to all trustees to provide sign in information to use the new online training platform. This program will be used to provide and track mandatory trustee training.

Two policies were drafted for review and distributed prior to the meeting. Meg Wormley made a motion to accept the Open Meeting Law as drafted. Chris Atkins seconded the motion and all trustees voted in favor of the policy.

The Disaster Policy was reviewed and several changes were submitted by email. Beth Gordon made a motion to approve the Disaster Policy with amendments. Ronnie McTiernan seconded the motion and the motion was unanimously approved.

Tammy reported that the Cyber Security insurance was in effect as of January 10<sup>th</sup>, 2023.

The Strategic Goal #3 was reviewed by the board.

Several issues were discussed about the building. The roof had developed a leak. The geothermal system was not working properly, and building was being heated by the backup furnace. The building had used two propane tanks, which the trustees noted that it seemed high. Tufano would be contacted to inspect the heating and cooling system.

### **Friend's Report**

Ronnie McTiernan reported that during the month of January, the bookstore had opened on the first Saturday and made \$412 in sales. The next weekend it was scheduled be open was February 4<sup>th</sup>, 2023.

The bookstore needed donations.

### **Committee Reports**

#### **Building Administration**

No Report

#### **Development**

Marilyn Gross reported that the library had received approximately \$615 in memorial contributions in the name of Charlotte Shutts.

The Annual Appeal had received \$67,454 in donations as of 1/16/2023. She also reported that the Business Partners had received \$12,275 in donations as of 1/16/2023.

The National Library Week was scheduled to be later in 2023.

The Gala planning meeting was scheduled to be held on January 20<sup>th</sup>, 2023.

The committee would be meeting to discuss the website improvements on January 19<sup>th</sup>, 2023.

Chris Atkins reported that he was interviewing a new potential member for the Development Committee.

#### Human Resources

Steve Smith reported that he had contacted Rebecca Smith Aldrich about the COVID Sick Pay Law. She reported that there was no intent to end the law.

#### Nominating

No report.

#### Outreach

Ronnie McTiernan reported that the committee had not been able to meet in the last month. The committee was compiling lists of what programs and questions community groups had requested and asked of the library. The committee was working on engaging the school librarians to help with outreach. The next meeting was scheduled for January 20<sup>th</sup>, 2023.

#### 414

Steve Smith reported that the 414 committee would be meeting to decide when to initiate the next 414 vote. The Board discussed the pros and cons about holding it in a non-presidential voting year vs a presidential voting year.

#### Old Business

None.

#### New Business

None.

Marilyn Gross made a motion to adjourn the meeting. Chris Atkins seconded the motion, and all were in favor. The meeting adjourned at 7:06 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary

