**Roeliff Jansen Community Library**

Board of Trustee Meeting Minutes

March 21st, 2023

**Present:** Chris Atkins

John Cady

Marian Dodds

Marilyn Gross

Ronnie McTiernan

Steve Smith

Joan Wallstein

Pat Placona- President

Barbara Barrantes- Vice President

Meg Wormley-Treasurer

Colleen Lutz- Secretary

Tamara (Tammy) Gaskell, Library Director

**Absent:** Beth Gordon, Rev. John Thompson

**Guests:** Kim Hausner

The meeting was called to order at 6:02pm by President Pat Placona. Prior to beginning the meeting agenda items, Pat and the Board thanked Charlotte Shutts for her long service as a Friend of the library and for her generous bequest.

**Review and Approval of Minutes**

A motion was made by Chris Atkins to accept the February Meeting minutes with amendments as proposed via email. The motion was seconded by Ronnie McTiernan and all present trustees voted in favor.

Pat Placona noted that this was Tammy’s 5 year anniversary with the library.

**Treasurer’s Report**

Meg Wormley gave the treasurer’s report.

All tax money had been received as of the date of the meeting.

Income for the month was $102,383, which is still under budget. The Hillsdale tax payment was budgeted for February but was not received until March. Expenses were $25,443, $5,825 under budget due to the internet Hot Spots changing from an annual payment to monthly.

She reported that the geothermal system was still not repaired, so the library spent an extra $1,388 for propane to heat the boiler for the heat. However, due to the geothermal system being down, the library spent $687 less than budgeted on electricity, partially offsetting the cost of the propane.

Additionally, she reported that the transition to accrual basis accounting was going well. She also noted that the library may be using a different payroll provider.

Finally, she reported that as stated by Pat Placona at the beginning of the meeting, Charlotte Schutts had set up a fund, as part of her estate, to be used to pay off the remainder of the library mortgage and any remaining funds be used to support a capital project at the library.

Joan Wallstein made a motion to use the funds, supplied by the estate of Charlotte Schutts, to pay off the library mortgage. Steve Smith seconded the motion, all were in favor, motion carried.

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

**Director’s Report**

Tammy Gaskell presented the director’s report to the Board. No questions or changes were made.

The following proposal was made to amend the Bylaws to update the residence requirements of Trustees. The amendment should read as follows:

“Qualifications of Trustees: Eligibility for office is limited to persons at least eighteen years of age residing or owning property within Hillsdale, Ancram, Copake, and/or surrounding areas.”

The amendment will be voted on at the April 2023 meeting.

The Trustees must complete two hours of training annually. Tammy stated she would resend the link to the online training program Niche Academy.

CPR Training was scheduled for April 5th, 6th, 15th at 5:30pm (5th and 6th) and 9:00am (15th). The cost is $40.00/person. If anyone would like to be trained, please contact Tammy.

The Board discussed the Sustainable Libraries Initiative with the Director. Tammy suggested that the library have a sustainability team. Several trustees agreed to be team members: Steve Smith, Colleen Lutz, and Barbara Barrantes. The team would be scheduling a Zoom meeting to determine next steps.

The internet contract was due. Tammy had received one bid. Consolidated Communication submitted a bid, which was less that the previous contracted price. Meg Wormley made a motion to accept the bid for internet services by Consolidated Communications. Chris Atkins seconded the motion, all were in favor, motion carried.

The Strategic Goal #5 was reviewed by the board. Tammy reported that it might be good to do another survey as it had been two years since the last one. She also suggested that more community conversations could be scheduled. Pat Placona suggested that the Outreach Committee might want to be involved in this as well, Ronnie Mctiernan Agreed.

**Friend’s Report**

Ronnie McTiernan reported that the bookstore had not opened during the snowstorm. However, on March 11th, the bookstore had an income of $415.00. She reported that the bookstore was scheduled to begin opening every Saturday in April.

The bookstore needed donations.

**Committee Reports**

*Building Administration*

No report.

*Development*

Marilyn Gross reported that the Annual Appeal will be ending in March. Anything received after that date will be considered a general donation.

The National Library Week letter was completed.

Marilyn and Chris Atkins had met with an Art Omi associate, Elizabeth Broadfoot, who discussed a stewardship program from the library. This included determining ways to send thanks to donors of the library.

She also discussed that the development committee was including the Friends group as part of the committee. They will be working together to promote the mission of the library.

Chris and Marilyn gave a brief update about the Gala.

*Human Resources*

Steve Smith reviewed the health insurance issues that were discussed at the February meeting. He also circulated a cost breakdown of health insurance costs at different levels that the sub-committee (Pat Placona, Meg Wormley, Steve Smith, Barbara Barrantes, and Tammy Gaskell) had reviewed.

A motion was made by Chris Atkins approve the following amended policy:

“**Health Insurance**

The Board of Trustees provides a group health insurance policy for full-time salaried employees, up to a yearly cost of $9,000. The Library also subsidizes the health insurance of full-time hourly staff with a stipend of $200 per month grossed up to pay taxes.”

Joan Wallstein seconded the motion, all were in favor, motion carried.

*Nominating*

No report.

*Outreach*

Ronnie McTiernan reported that the committee had determined that it was very difficult, if not impossible to figure out how to translate the libraries website into another language, such as Spanish. This was determined to be a potential barrier to non-English speaking/reading patrons.

The committee was still working on developing outreach with the school librarians at Taconic Hills .

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No report.

**Old Business**

None.

**New Business**

None.

Chris Atkins made a motion to adjourn the meeting. Ronnie McTiernan seconded the motion, and all were in favor. The meeting adjourned at 7:02 pm.

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Respectfully Submitted

Colleen Lutz, Secretary