

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
April 18st, 2023

Present: Chris Atkins
John Cady
Marian Dodds
Marilyn Gross
Beth Gordon
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: None

Guests: Joyce Craw

The meeting was called to order at 6:06 pm by President Pat Placona.

Review and Approval of Minutes

A motion was made by Joan Wallstein to accept the March Meeting minutes with amendments as proposed via email. The motion was seconded by Beth Gordon and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

She reported that due to the generous bequest from Charlotte Shutts, the library mortgage was paid off. Therefore, \$40,000 from the bequest and already budgeted mortgage expenses were transferred to a 6 month CD in the amount of \$97,000.

Income for the month was \$59,336, which is on target. The corrected Hillsdale tax payment was received in early April. Individual contributions were below budget for the month, however they on budget for the quarter.

Expenses were \$28,929, \$5,482 under budget due to timing issues.

She reported that Paychex will likely be the payroll vendor. The amount for their services does not require a Board vote for approval.

A motion was made to approve the warrant report by Barbara Barrantes. 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 amendment to the Bylaws was made:

"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." Steve Smith made a motion to accept the amendment as proposed. Meg Wormley seconded the motion, all were in favor, motion carried.

The Facility Plan was reviewed and updated to include the accordion door replacement in 2023 and the pavilion construction in 2024. Additional changes included:

1. Adding Sun Common as the solar panel contact
2. The fire door shall be changed to folding door/partition.

Chris Atkins made a motion to approve the Facility Plan with amendments. Pat Placona seconded the motion, all were in favor, motion carried.

Spring cleaning of the basement area was discussed. The Board discussed a plan to complete the cleanup, which included renting a dumpster and finding a date(s) to complete the cleanup. Several Board members volunteered to help.

The sheds were discussed. One shed could be used to store tools, the other should be removed.

Sexual harassment training was due, and the Board members must complete. If a Board member completed the training with another entity, the attestation should be sent to Tammy.

The Strategic Goal #6 was reviewed by the board. Tammy reported that the sustainability Committee had met and discussed and sustainability plan. The mortgage was paid off prior to 2024, thanks to Charlotte Shutts. A building repairs fund of \$50,000 was created. She reported that at this time, no additional staff was expected to be hired.

Friend's Report

Joyce Crow reported that the bookstore had been open on April 1st, 8th, and 15th. She reported that the bookstore had 86 patrons, 16 book donations, and 32 volunteer hours. The income was \$637.50

The Friends are reorganizing the shop and would like to remove the old carpet. There is an individual who volunteered to build new shelves.

Additionally, the Friends would like to explore getting a more permanent sign which required minimal maintenance. Pat Placona suggested that the Friends get estimates.

Committee Reports

Building Administration

No report.

Development

Marilyn Gross reported that the National Library Week was underway. Chris Atkins suggested that there be some separation between NLW and Gala to reduce donor fatigue.

The Gala Committee met with Rich Edwards the general manager from Catamount. The logistics of the Gala were discussed and will be refined to reduce congestion in the Gala space.

Marilyn reported that the auction needed gift certificates. She asked that each Board member sign up for 3 businesses to approach.

Human Resources

No report.

Nominating

No report.

Outreach

Ronnie McTiernan reported that the committee was still working on developing outreach with the school librarians at Taconic Hills. Michele Spiezia will likely be the Taconic Hills contact.

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No report.

Old Business

None.

New Business

Pat Placona reported that John Thompson would be stepping down due to increased work responsibilities. Marian Dodds asked who would become his replacement on the Nominating Committee. Pat Placona reported that she was working to determine who might replace John.

Marian Dodds also asked if the Library could find a way to thank the Friends group. They work very hard and give tremendous support to the library. Joyce Crow stated that Celia Kahn works very hard on the bookstore. Barbara Barrantes suggested that perhaps the Board could invite the Friends to a social hour before a regular board meeting to give them thanks.

Pat Placona agreed that it would be nice to recognize the Friends group.

Beth Gordon made a motion to adjourn the meeting. Joan Wallstien seconded the motion, and all were in favor. The meeting adjourned at 7:02 pm.

Respectfully Submitted
Colleen Lutz, Secretary