

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
July 18th, 2023

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

Guests: Joyce Craw

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

Review and Approval of Minutes

Corrections to the June Board of Trustee minutes via email. A motion was made by Chris Atkins to accept the minutes with amendments. The motion was seconded by Marilyn Gross and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

Income for the month was \$75,945, which is above \$5,080 budget. Expenses were \$45,141, \$2,924 under budget due to the timing of the expenditures and bills.

She reported that at mid-year the income was \$609,484, primarily due to the Shutts bequest. This has allowed the library to pay off the mortgage. The library has received \$47,480 in grants so far, this is over the budgeted amount.

Meg reported that Gala ticket sales were down about 20%. The Gala income accounts for approximately 25% of the library income each year. Most of the library income is received in the first six months of the year; income for the rest of the year is expected to be about \$64,000 and expenses are expected to be about \$224,000. At year end, the library is expected to have an operating deficit of about \$26,000. This deficit is estimated based on the Annual Appeal being the same with no out of the ordinary unbudgeted expenses.

Most of the deficit is offset by net assets released from restriction of \$18,664, as well as maintenance and repair reserve funds and Director's reserve funds.

Tammy mentioned that the accordion door will be an expense. Meg stated that the construction grant should help pay for about half of the cost of the door.

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. No questions or changes were made.

Meg Wormley made a motion to authorize the director to apply for the NYS Construction Grant to request funds to replace the accordion door in the community room. Steve Smith seconded the motion, all were in favor, motion passed.

Tammy discussed the progress of the Sustainable Libraries Initiative. The library has completed many of the actions of the program and have completed most of the initial steps. She said that she has noticed that the mindset of the employees has changed as they have been working through policies and procedures to make the library more sustainable. As part of the program, the library completed an energy audit. Several items were identified as things that could be done to make the building more energy efficient, such as weatherstripping the doorways and fixing the clearstory windows so they open and close properly. Chris Preusser is the contractor that will be completing the energy upgrades.

The Strategic Goal #2 was reviewed by the board. Tammy reported that most of the items were being successfully completed by the library. She noted that the new story walk boards were installed down to the Roe Jan Kill. Additionally, an outdoor pavilion was projected to be completed in 2024 with the remaining funds from the Charlotte Shutts bequest. This will expand the capacity of the library to hold events using the outdoor space.

Pat Placona discussed the berm that needed to be improved to protect the library building from flooding. She had contacted an engineer from Taconic Engineering, who came out and inspected the site. She has not heard back from that engineer despite several attempts to reach out. She was planning to contact another engineering firm to work on the berm and pavilion project.

Friend's Report

Joyce Crow reported that the bookstore had been open for three weeks in July. During that time, the bookstore had 97 patrons and made about \$1,100.00. The total funds in the Friends account were approximately \$9,000.00.

Joyce stated that the Friends group would like to expand the fundraising efforts and when they donate money to the library, they would like to have it go to specific things, such as Canopy or Hoopla. This will make it easier for the Friends volunteers to cite specific items or programs as the cause that patrons or donors are giving to.

Joyce stated that the Friends group would donate \$1,000.00 to the community picnic.

The Board and development committee expressed gratitude to the Friends group for that donation and asked if the group would like to have signage at the picnic to identify them as a co-sponsor.

Joyce asked if funds could be used to purchase some new signs to be placed at the entrance to the library. Barbara Barrantes suggested that a more substantial sign might work well on Route 22.

The Friends needed a new computer to do internet searches for pricing new donations. Tammy said that the library may have an extra computer that might work well for that purpose.

Joyce asked if the weatherstripping project could include the bookshop. She also noted that the door needed to be painted.

Committee Reports

Building Administration

See Directors Report

Development

Marilyn Gross reported that the National Library Week donations were still being received. As of the meeting an additional \$200.00 was received, making the total \$13,444.38.

The golf outing was canceled due to weather. It was rescheduled to September 23rd.

The Gala income was down about \$21,000.00 due to a reduced number of tickets sold. The 2024 Gala will require more volunteers to run the event which will be held on June 8th, 2024 at Catamount Resort.

Chris Atkins stated that the committee would like to hear from Gala attendees to find out more about what they like and things that they would like to see more of at the event. This would help the planning committee make the Gala more relevant.

The Development Committee had gained a new member, Carol Mintzer.

Human Resources

Steve Smith reported that Kate Shannon had received the full scholarship (\$500.00) to attend the New York Library Association Meeting.

Nominating

No report.

Outreach

Ronnie McTiernan reported that the committee was able to get the library picnic flyer translated into Spanish.

She also reported that the Friends will be donating a “Little Free Library” to be placed that the Ameristop on Route 23. Another location was discussed in Ancram or Ancramdale.

The outreach survey was almost completed and will translated into Spanish and sent by Survey Monkey.

Old Business

Meg Wormley reported that the library had made \$1,300 on the recent art show. The library charges a commission for use of the library as a gallery space.

On July 22, 2023 Celia Kahn has an art show opening at 2:00pm.

The summer picnic will need volunteers to help with set-up, cooking, and cleanup. The set-up may be completed on Saturday August 12, 2023, several board members volunteered. The following people agreed to cook: Pat Placona, Meg Wormley, John Cady, Elliot (Beth Gordon). Details will be forthcoming about set-up time.

New Business

Pat Placona and the Board of Trustees would like to formally thank Master Gardener, Linda Levitt for all of her volunteer time and effort to maintain the gardens and planters at the library.

Chris Atkins made a motion to adjourn the meeting. Barbara Barrantes seconded the motion, and all were in favor. The meeting adjourned at 7:07 pm.

Respectfully Submitted
Colleen Lutz, Secretary

