

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
September 19th, 2023

Present: Chris Atkins
Barbara Barrantes
Marian Dodds
Beth Gordon
Marilyn Gross
Ronnie McTiernan
Pat Placona- President
Meg Wormley-Treasurer
Colleen Lutz- Secretary
Tamara (Tammy) Gaskell, Library Director

Absent: John Cady, Steve Smith

Guests: Joyce Craw, Jamie Carano Nordenström

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

Review and Approval of Minutes

Corrections to the August Board of Trustee minutes were proposed via email. A motion was made by Chris Atkins to accept the minutes with amendments. The motion was seconded by Ronnie McTiernan and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

Income for the month was \$6,861, which was \$1,499 below budget. Expenses were \$28,525, \$1,063 under budget due to timing issues.

The artwork sales were \$2,068, which were not budgeted. The interest from CD's and checking accounts is estimated to be \$9,000 over budget. The donations from the Friends were estimated to be \$5,550 over budget. The unbudgeted income would help offset the Gala being under budget.

The budget process for 2024 was scheduled to begin in October. The Board budget workshop will be scheduled prior to the December Board of Trustee meeting, on December 11th, 2023.

A motion was made to approve the warrant report by Joan Wallstein. Beth Gordon 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.

She reminded the Board members that they needed to take mandatory training.

The library would be hosting a flu shot clinic on October 27th, 2023 from 10:00 am- 11:30am. Online pre-registration was required.

The annual picnic was discussed. Due to rising costs, it was decided that the picnic would not be held next year. In lieu of the event, the library was planning to offer more programs for the community.

Tammy discussed an incident that happened in the library between two patrons and library staff. The sheriff's office was called; however, the response was slow. The members of the Board decided that it might be good to send a letter and meet with the sheriffs to discuss the incident and see if other measures could be instituted to assist in response.

As a result of the incident, a flash drive policy was discussed and might be created to protect the security of libraries administrative computers.

The Strategic Goal #4 was reviewed by the board. The Board talked about having presentations to the Town Board's for each town. The Strategic Plan and Goal tracking process will need to be updated beginning in 2024.

Friend's Report

Joyce Crow reported that the bookshop had been open in August. During that time, the bookstore had 198 patrons and made about \$1,302. There were 45 people with book donations.

Joyce stated that the picnic was a little slow, until the magic show. They had 48 children visit and were able to give them at least two book each.

Joyce stated that the Friends group was donating \$1,000 for Canopy, \$1,300 for Hoopla, \$2,000 for concerts, and \$1,030 for the Community Picnic.

She reported that the Cookies, Books, Soup, and Tag sale will be held December 8th 11:00 am-3:00 pm and December 9th 10:00am-3:00 pm. The Friends were looking for donations of small, gift giving items for the tag sale (costume jewelry, toys, plates, etc.). Additionally, they would need volunteers to bake cookies. Pam Grossman was organizing the cookie baking. There would also be a 50/50 drawing during the event.

Joyce asked if all members of the Friends group needed to take the sexual harassment training. It was determined that the 8 volunteers that regularly manned the bookshop should take the training.

Committee Reports

Building Administration

No report

Development

Marilynn Gross gave the development report. She thanked both the Friends and artists that had helped support the library.

The rescheduled golf outing was scheduled for September 23, 2023.

Chris Atkins reported that he was working on securing Catamount for the 2025 Gala. The date will be determined.

The committee was exploring hosting a fun walk to benefit the library.

Human Resources

No report

Nominating

No report.

Outreach

The draft survey was sent out to the Board. Several changes and edits were suggested by the Board members. Questions to add:

How long have you lived here?

How often do you visit the Bookshop?

Do you donate books?

Do you have a local library card?

The survey would be scheduled to go out in October or early November so that data could come in before the end of the year.

The survey was expected to be translated into Spanish.

Old Business

Pat Placona reported that she had not heard an update from Erin Moore from Tighe and Bond in advance of the September Trustee meeting. She would continue to reach out and see if she could get an update on the berm.

Pat reported that during power washing of the building, roof repairs were going to be needed. As soon as she had more information, she would report it to the Board.

Colleen Lutz brought up the sign issue. Previously, the Friends had made a request and ordered new sandwich board style signs for the front of the library and driveway. She suggested that the library look into a sign that could be easily updated and protected from the road. At this time, an electronic sign would be too costly, but perhaps a bigger sign might be helpful.

Barbara Barrantes suggested that generic library signs be placed at the intersection of Route 22 and Route 23 to indicate where the library was.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Pat Placona seconded the motion, and all were in favor. The meeting adjourned at 7:08 pm.

Respectfully Submitted
Colleen Lutz, Secretary