

Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
August 15th, 2023

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

Absent: John Cady, Barbara Barrantes, Joan Wallstein

Guests: Joyce Craw

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

Review and Approval of Minutes

Corrections to the July Board of Trustee minutes were proposed via email. A motion was made by Steve Smith 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 \$1,804, which was \$7,086 below budget. Expenses were \$32,031, \$3,511 over budget due to the Story Walk installation and Library Community Picnic expenses.

In June, the artwork sales were \$2,346. The artist was paid \$1,628 in July. Without the Shutts bequest, the year to date income was 82% of the budgeted amount.

She reported that the accountant's review of the 2022 financials would not be completed until mid-fall. The transition from cash to accrual accounting has resulted in delay. The Charity Bureau is requiring that all non-profits transition to accrual based accounting. Therefore, the accountant was reviewing every transaction converted to accrual basis from 2022.

A motion was made to approve the warrant report by Chris Atkins. 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.

The Equity, Diversity and Inclusion Policy was reviewed by the Board. Colleen Lutz made a motion to accept the policy as drafted. Meg Wormley seconded the motion, all were in favor, motion passed.

The amended Programming Policy was reviewed by the Board. Meg Wormley made a motion to accept the policy as amended. Colleen Lutz seconded the motion, all were in favor, motion carried.

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 the next area to address will be the material and collections

The library will be participating in a community read from September 18th thru November. The book that will be read is *The Boy Who Harnessed the Wind*. This would fit well with the Sustainable Library Initiative. Various formats of the story would be available.

Tammy reported that she was giving a presentation to The Safe at Home Program about the events and programs the library had for seniors.

The Strategic Goal #3 was reviewed by the board. Tammy reported that some of the items were being handled by the Outreach Committee. She noted that the area that might need improvement is the business community. The library has participated and hosted job fairs and created the Dine-Out program.

Friend's Report

Joyce Crow reported that the bookstore had been open in August. During that time, the bookstore had 217 patrons and made about \$962. There were 34 people with book donations. The Friends were looking into ways to encourage younger people to come to the bookstore.

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 would donate \$2,700 for concerts, \$2,300 for Canopy and Hoopla, \$1,000 Little Free Library (at least 1, possibly 2), and \$1,000 for the Community Picnic.

She also reported that Nancy Walters, a bookstore volunteer, from the Great Barrington Library would like to work together to share resources, such as Olli classes.

Joyce thanked the library for the small cart, a new used computer, and repairing the internet access for the bookstore.

Committee Reports

Building Administration

No report

Development

No report.

Human Resources

No report

Nominating

No report.

Outreach

No report.

Old Business

Pat Placona reported that she was able to contact a new engineering firm to evaluate the berm. Erin Moore from Tighe and Bond came to the library in advance of the August Trustee meeting. Erin said she would review the existing berm and make recommendations to the library, should changes need to be made based on the findings of her site visit.

Pat reported that there were 205 people that attended the Community Picnic. Letters of appreciation will be sent to Copake Fire Company, Hillsdale Fire Company, Girl Scouts, Boy Scouts, 4H, etc.

Next year more tables would be ordered from Cantele.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Barbara Barrantes seconded the motion, and all were in favor. The meeting adjourned at 6:55 pm.

Respectfully Submitted
Colleen Lutz, Secretary

