

**Roeliff Jansen Community Library**  
Board of Trustee Meeting Minutes  
November 21<sup>st</sup>, 2023

**Present:** Chris Atkins

Barbara Barrantes-Vice President  
Marian Dodds  
Beth Gordon  
Marilyn Gross  
Colleen Lutz- Secretary  
Ronnie McTiernan  
Pat Placona- President  
Steve Smith  
Joan Wallstein  
Meg Wormley-Treasurer  
Tamara (Tammy) Gaskell, Library Director

**Absent:** John Cady

**Guests:** Joyce Craw

The meeting was called to order at 6:02pm by President Pat Placona.

**Review and Approval of Minutes**

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

**Treasurer's Report**

Meg Wormley gave the treasurer's report.

October income of \$7,445 was \$2,584 above budget, thanks to a \$2,417 in interest from a six month CD maturing in October. The \$97,000 CD was the remaining funds from the Shutts bequest plus the funds set aside to make the 2023 and 2024 mortgage payments. The funds were scheduled to be transferred to a non- profit agency account at the Berkshire Taconic Community Foundation (BTCF).

Expenses of \$33,180 were \$2,188 above budget because of costs associated with the ChargePoint EV charger annual fee and a portion of the accountant's fees for the annual review and preparation of the 990.

**2023 Year End and 2024 Budget**

The library was expected to end 2023 in deficit by about \$24,000. This was primarily the result of maintenance expenses coming in over budget and the Gala income was about \$20,000 below budget.

The salary expenses have also increased from 42% to 55% of the budget. Additional high quality staff were hired.

The draft budget was submitted to the Board for review. The draft budget review meeting was scheduled for December 5<sup>th</sup>, 2023 at 6:00 pm.

A motion was made to approve the warrant report by Pat Placona. Chris Atkins seconded the motion and all trustees voted in favor. The motion carried.

### **Director's Report**

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

Two policies were presented for review. A motion was made by Steve Smith to accept the Collection Management Policy. Chris Atkins seconded the motion, all were in favor, motion carried.

The Computer and Internet Policy was also reviewed. It was suggested to amend the wording of "legal" use to "lawful" use. Marilyn Gross made a motion to accept the policy with the wording amendment. Chris Atkins seconded the motion, all were in favor, motion carried.

Tammy and Pat reported on the meeting with the Columbia County Sheriff. They determined that if the staff or patrons have an issue and need assistance, they should call 911. This would help insure a timely response. The Sheriff's Office suggested providing active shooter training for the staff. An additional panic button was going to be installed at the circulation desk.

Strategic Goal #6 was reviewed by the board. The Board talked about sustainability. Most of the goals have been achieved, a major exception was noted in funding 60% of the budget without donations. This was not met yet.

A new trustee handbook was made available. A digital copy could be downloaded from the MHLS website.

Tammy demonstrated the use of the new partition.

### **Friend's Report**

Joyce Craw presented the Friend's report:

Bookshop: In the last 5 weeks, there were 27 book donations, 121 patrons, and \$840 of income. Jimmy Germain built new bookshelves.

The Friends were working on the Cookies, Books, Soup, and Tag sale, they need cookie bakers and items for the tag sale. The event was scheduled for December 8<sup>th</sup> and December 9<sup>th</sup>. The

tag sale was scheduled for 11:00-1:00pm, the Cookies, Books, and Soup was scheduled for 1:00-3:00pm.

Setup will be either Thursday evening or Friday morning. Cleanup will be 2:45-3:35pm on both days. Joyce mentioned that the Friends needed help with this.

The event needs cookie donations, Pam Grossman is the contact [pamela.grossman@yahoo.com](mailto:pamela.grossman@yahoo.com). She would need the donations (with ingredients listed) on Thursday afternoon or Friday morning. If the cookie storage container needed to be returned, the name of the owner was requested to be placed on the container.

John Cady was not able to get the NYS DOT to install library signs at the Route 23 and Route 22 intersection.

A new sandwich board sign was ordered for the entrance of the library.

The Friends would be meeting to determine the year end donation to the library.

## **Committee Reports**

### **Building Administration**

No report

### **Development**

Marilynn Gross gave the development report. She provided an update on the Business Partners program. To date, the program had received donations totaling \$4,175, from 13 out of 50 businesses solicited. She thanked the volunteers who came out to put letters in the Annual Appeal envelopes. The letters were mailed.

### **Human Resources**

See executive Session #1.

### **Nominating**

Marian Dodds gave the committee report. The Nominating Committee nominated the following trustees for reappointment to the Board:

Joan Wallstein  
Marilynn Gross  
Chris Atkins

These nominations were scheduled to be voted on at the December 2023 Board of Trustee meeting.

The Nominating Committee nominated the following officers for the Board of Trustees:

Pat Placona- President  
Barbara Barrantes- Vice President  
Meg Wormley- Treasurer  
Colleen Lutz- Secretary

These nominations were scheduled to be voted on at the January 2024 Board of Trustees meeting.

### Outreach

Ronnie McTiernan reported that the survey is out. Additional reminders were scheduled to be sent out via email lists.

Preliminary results indicated that a few people were remarking about the lack of diversity at the library. These few also felt that they were discriminated against. The majority of responders, however, were very positive toward the library.

The Little Library in Craryville was installed but will need to be taken down and reinstalled.

### Old Business

Pat Placona provided an update on the berm, which remains a priority. She said that Tighe and Bond had recommended extending the berm 5ft, based on a topographic survey. They were scheduled to complete a hydraulic analysis survey by March 2024. Construction, which was planned to be sent to bid, would begin in April 2024.

### Executive Session #1

Chris Atkins made a motion to enter executive session to discuss year-end bonuses for library staff. Meg Wormley seconded the motion, and all were in favor, motion passed.

The discussion of bonus amounts was concluded, and no other action being taken during the executive session, Chris Atkins made a motion to exit executive session. Beth Gordon seconded the motion, all were in favor, motion carried.

### Executive Session #2

Steve Smith made a motion to enter executive session to discuss strategy regarding proposed litigation regarding the library roof. Chris Atkins seconded the motion, and all were in favor.

The discussion of litigation strategy concluded, and no other action being taken during the executive session, Chris Atkins made a motion to exit executive session, Barbara Barrantes seconded the motion, all were in favor, motion carried.

### New Business

Joan Wallstein made a motion to accept the proposed bonus amount for the library director, Tammy Gaskell. Chris Atkins seconded the motion, all were in favor, motion carried.

Barbara Barrantes made a motion to approve an engagement agreement from Thornton Tomasetti and Latham Roofing to conduct full assessment of the roof and create final report to the Board for price not to exceed \$10,000. Beth Gordon seconded the motion, and all were in favor, motion carried.

Chris Atkins made a motion to adjourn the meeting. Colleen Lutz seconded the motion, and all were in favor. The meeting adjourned at 7:16 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary