

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

Present: Chris Atkins

John Cady

Marian Dodds

Beth Gordon

Marilyn Gross

Colleen Lutz- Secretary

Ronnie McTiernan

Pat Placona- President

Steve Smith

Meg Wormley-Treasurer

Tamara (Tammy) Gaskell, Library Director

Absent: Barbara Barrantes, Joan Wallstein

Guests: Joyce Craw, Kim Hausner

The meeting was called to order at 6:01pm by President Pat Placona.

Review and Approval of Minutes

Corrections to the November 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 Steve Smith and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

November income of \$6,086 was \$8,639 below budget, due to only receiving \$1,074 in Annual Appeal income. The Annual Appeal went out a little later this year, therefore the budgeted income was not received.

Expenses of \$54,402 were \$20,764 above budget because of costs associated with the heating and cooling system repair (Tufano \$6,629) as well as the timing of payroll resulting in three paydays this month.

The construction of the berm is a capital expense, therefore the \$2,400 for the topographic is construction in process and will come out of the maintenance and repair reserve.

2024 Budget

There may be a minor change in the budget for 2024. The Michelle Hinchey Grant might be received in December, but the purchase of the children's furniture would not happen until

January 2024. Therefore, the \$10,000 grant would be a net asset released from restriction in 2024.

A motion was made to approve the 2024 budget as \$449,741 by Beth Gordon. The motion was seconded by Marylin Gross, all were in favor motion carried.

A motion was made to approve the warrant report by Colleen Lutz. 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.

Several building issues were discussed. Tammy reported that the heat has been out several times as a result of the geothermal not working properly, the propane was not turning on automatically. Tufano came out and installed a new control switch, but Tammy also reported that only three of the four geothermal units were working.

The power and phones had been out as well. The backup batteries in the overhead lights in the community room were buzzing, this was fixed. The phones were out due to the switch over to fiber by Consolidated. The alarm company needed to be in contact to coordinate with Consolidated. A new panic button was scheduled to be installed next week.

Tammy noticed that the security camera near the front of the building was not working. The signal was not strong enough. It might be that the WIFI or extender may need to be replaced. Mid-Hudson Cable came and checked it out. They noted that the library might want to add ethernet ports so the camera could be hard wired in a better spot and less reliant on WIFI signal.

Tammy submitted a cost comparison of the different e-resources that the library uses. E-resources were increased in the 2024 budget based on this information and the popularity of the usage by the patrons of the library.

Friend's Report

Joyce Crow presented the Friend's report:

Bookshop: In the last month, there were 32 book donations, 120 patrons, and \$824 of income.

The Cookies, Books, and Soup was held on December 8th and 9th, 2023. The event was successful, the soup and bake sale were very popular. Next year, the Friends may just do soup and baked goods and have baskets to raffle off.

The Friends will be giving a \$6,000 donation to the library in 2024.

The January dates of the Bookshop were to be determined. They were considering doing shorter hours once per month.

The Bookshop had an abundance of children's books, so they were planning on donating them to the Grace Smith House.

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 \$7,800. The budgeted amount was \$10,000. There would be follow-up phone calls and emails with the businesses that had not responded yet.

The Annual Appeal went out in November. As of The Board of Trustee's meeting, \$48,851.94 had been received toward the Annual Appeal campaign.

Chris Atkins reported that the Gala planning committee had met on December 18th, 2023.

Human Resources
None

Nominating

The Nominating Committee nominated the following trustees for reappointment to the Board at the November Trustee meeting:

Joan Wallstein
Marilynn Gross
Chris Atkins

No additional nominations were made. The following trustees were unanimously approved to serve three year terms on the Board of trustees:

Joan Wallstein
Marilynn Gross
Chris Atkins

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 Trustee meeting.

Outreach

Ronnie McTiernan reported that the committee would be meeting in early January to go over the survey results. The overall results seemed very positive. There were 220 responses so far, and about 15-20 paper responses to be entered.

Old Business

Executive Session

Meg Wormley made a motion to enter executive session to discuss strategy regarding proposed litigation involving problems recently discovered with the library facility. Steve Smith seconded the motion, and all were in favor.

The discussion of litigation strategy concluded, and no other action being taken during the executive session, Steve Smith made a motion to exit executive session, Beth Gordon seconded the motion, all were in favor, motion carried.

New Business

Beth Gordon made a motion to pay Bald Eagle Inspection Services LLC for mold and air quality testing in the amount of \$1,680. Chris Atkins seconded the motion, all were in favor, motion carried.

Chris Atkins made a motion to approve Thornton Tomasetti and Latham Roofing to conduct a temporary repair of the roof for price not to exceed \$9,950. Steve Smith seconded the motion, and all were in favor, motion carried.

Meg Wormley made a motion to adjourn the meeting. Beth Gordon seconded the motion, and all were in favor. The meeting adjourned at 6:53 pm.

Respectfully Submitted
Colleen Lutz, Secretary