

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
February 20th, 2024**

Present: Chris Atkins

Barbara Barrantes

Marian Dodds

Beth Gordon

Marilyn Gross

Colleen Lutz- Secretary

Ronnie McTiernan

Pat Placona- President

Joan Wallstein

Meg Wormley-Treasurer

Tamara (Tammy) Gaskell, Library Director

Absent: John Cady, Steve Smith

Guests: Joyce Craw, Kate Shannon

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

Review and Approval of Minutes

Corrections to the January Board of Trustee minutes were proposed via email. A motion was made by Joan Wallstein 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.

From this month on the financial reports will be given in an accrual basis , as mandated by the NYS Charities bureau. The expenses are recorded when incurred and income is recorded when earned. After February 15th, all income earned will be 2024 and expenses incurred 2024 until the end of the year.

January income of \$7,894 was \$7,506 below budget, due to receiving no grants in January. The Friends donated \$6,000 and Taghkanic donated \$1,000.

Expenses of \$19,523 were \$10,529 under budget because the timing of bills and payroll. There were three paydays originally budgeted. Additionally, fundraising was higher and insurance costs were lower being that they were received in months other than the budgeted month.

The following funds were moved, as approved in previous meetings. Surplus funds in the amount of \$31,636 were moved from the operating account to the reserve account to replenish the maintenance and repair fund. An additional \$28,828 of funds set aside for the mortgage were transferred to the repair and maintenance funds.

The Berkshire Taconic Agency fund was opened in January with a balance of \$209,547. The amount consisted of \$71,639 from the Shutts bequest, money previously set aside for the mortgage, and \$137, 908 in reserve funds.

The Berkshire Taconic Agency would be providing reports quarterly to the library.

A motion was made to approve the warrant report by Chris Atkins. Beth Gordon 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. A motion was made by Colleen Lutz to accept the Director's annual report. The motion was seconded by Beth Gordon and all were in favor. The motion carried.

The phones were switched to fiber about two weeks prior to the meeting.

The alarm was switched to cell service about one week prior to the meeting. The same people would be called if the alarm goes off and the passcode the same. The panic button was set up to work on cell service as well.

Last month, Tammy presented a change in the by-laws of the library. The new bylaw should state that the Board of Trustees consists of a 12 person board. Beth Gordon made a motion to amend the current by-laws to indicate that the Board of Trustees consists of a 12 person board. Chris Atkins seconded the motion, all were in favor, motion carried.

Tammy reported that a new Strategic Plan was due to be developed and that Committee Chairs would be contacted for their input.

Rita Jakubowski was going to add information on how to donate to the library through an IRA or RMD in the upcoming newsletter.

Friend's Report

Joyce Crow presented the Friend's report

2023 Highlights-

A new logo for the Friends was developed, a new sign was purchased for the road, a new sign was purchased for the bookshop, two new bookcases were added, storage area was cleaned, the door was painted, The Cookies/Books/Soup sale was successful. A half page add was placed in the Copake Lake Conservation Society.

The Instagram account has 356 followers. The Bookshop was featured in a post about "What to do in Hillsdale". Pat suggested that it would be nice to extend that to Ancram and Copake.

Bookshop: In the last month, there was \$731 of income, 103 patrons, and 23 donations of books. Joyce reported that there was an increase in book dealers. She reported that the Bookshop should be able to be open through the winter. There is a core group of volunteers that can be relied on.

Committee Reports

Building Administration

2023 report- A new accordion door was installed. The sustainable library initiative was started, and a repair café was held.

Development

Marilyn Gross gave the development report. As of The Board of Trustee's meeting, \$102,000 had been received toward the Annual Appeal campaign. About 50 percent of the donations included PayPal fees.

The Business Partners was awaiting a couple of responses. At the time of the meeting, it was about \$2,000 below the budget. If the outstanding commitments were received, the program would be close to budget.

Chris Atkins reported that the National Library Week is April 4th thru April 13th and the theme was "Ready, Set, Read". Laura will be writing the letter to be sent to donors.

The Gala planning is underway with a "Party at the Mountain" theme. This was an attempt to appeal to a younger crowd. The Board decided that a bottle of wine basket would be a great thing to auction off. Each member of the Board will donate a bottle of their favorite wine. The auctions would be organized by Kaare Phillips and Carol Mintzer.

Human Resources

2023 Highlights-

Kate moved to full-time, Tammy cut back hours. Kate also started library school and became a notary.

The health insurance stipend was offered and increased for three full time staff as well as for Tammy.

The salaries and bonuses were 4.5% above the cost of living for staff and 5% above for the director.

The Sexual Harassment policy was reviewed.

Nominating

2023 Highlights-

The protocol and process of the committee was reviewed. The committee met and nominated three renewing board members and the 2024 officers.

Marian Dodds reported that Rev. John Thompson and Richard Wolfe had submitted their resignations in 2023.

Outreach

2023 Highlights-

Ronnie McTiernan reported that the committee began in October 2022 and was working to share information about the library.

A new Free Little Library was installed in Hillsdale as a donation from the Friends.

The website was updated to include a new accessibility tool.

A new library survey was developed and distributed online in and in print.

Survey update-

The survey was distributed in English and Spanish. There were 254 responses, 33 were non library patrons. The demographic was the same, but 63% of respondents reported that they had resided in the area greater than 15 years. Some respondents reported that they wanted the library to be open on Sunday.

Tammy noted that Sunday attendance was usually low.

Chris Atkins noted that perhaps the library could hold events on Sunday, not necessarily open the library.

Many of the negative comments were just people that were misinformed. The Board suggested that the negative comments could be used to create FAQs.

Finance

2023 Highlights-

The Charlotte Shutts bequest enabled the library to pay off the mortgage and begin plans to build a pavilion.

Pavilion Committee

The first meeting was scheduled for February 28th, 2024. The committee is looking to build a 30' X 50' pavilion. Updates would be shared with the Board as they become available.

Old Business

Executive Session

Chris Atkins made a motion to enter executive session to discuss strategy regarding proposed litigation involving problems recently discovered with the library facility. Colleen Lutz seconded the motion, and all were in favor.

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

A motion was made by Meg Wormley to pay Thorton Tomasetti \$5,285 for contractual services regarding the inspection and report of the library facility. The motion was seconded by Barbara Barrantes, all were in favor, motion carried.

New Business

Kate Shannon discussed the new plastic wrap/bag recycling initiative. If the library collected \$1,000 lbs. of plastic wrap/bags in one year, the Trex company would provide the library with a new bench. Collection bins were located in the library entry way.

She reported that they might need help dropping off the collected plastic at distribution centers. The Big Y, Hannaford, Price Chopper, Ocean State Job Lot are all partners in the collection initiative. The flyer could be distributed.

Chris Atkins made a motion to adjourn the meeting. Ronnie McTiernan seconded the motion, and all were in favor. The meeting adjourned at 7:28 pm.

Respectfully Submitted
Colleen Lutz, Secretary