

**Roeliff Jansen Community Library  
Board of Trustee Meeting Minutes  
January 16th, 2024**

**Present:** Chris Atkins

Barbara Barrantes

Marian Dodds

Beth Gordon

Colleen Lutz- Secretary

Ronnie McTiernan

Pat Placona- President

Steve Smith

Joan Wallstein

Meg Wormley-Treasurer

Tamara (Tammy) Gaskell, Library Director

**Absent:** John Cady, Marilyn Gross

**Guests:** Joyce Craw

**2024 Organizational Meeting**

The meeting was called to order by Pat Placona at 5:57pm. Pat informed the Board that she had asked Chris Atkins to be the elections officer for the Board.

Chris Atkins read the nominations for the 2024 Board of Trustees officers:

President- Pat Placona

Vice President- Barbara Barrantes

Treasurer- Meg Wormley

Secretary- Colleen Lutz

Chris Atkins asked for additional nominations from the floor. Seeing no additional nominations, he proceeded with the vote of the aforementioned nominees. All nominees were unanimously approved by the Board of Trustees.

The following committee chairs were appointed by the President:

Finance Committee- Meg Wormley

Development Committee- Chris Atkins and Marilyn Gross

Human Resources Committee – Steve Smith

Outreach Committee- Ronnie McTiernan

Nominating Committee- Marian Dodds

Steve Smith made a motion to adjourn the Organizational Meeting at 6:02 pm. Beth Gordon seconded the motion, all were in favor, motion carried.

## **January 2024 Regular Board of Trustee Meeting**

The meeting was called to order at 6:02 pm by President Pat Placona. She moved to save the trustee highlights until the February meeting due to inclement weather. All were in favor.

### **Review and Approval of Minutes**

Corrections to the December 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 Meg Wormley and all present trustees voted in favor.

### **Treasurer's Report**

Meg Wormley gave the treasurer's report.

December income of \$97,633 was \$58,933 above budget, due to receiving \$68,224 in Annual Appeal income, \$19,015 in general donations, and an unrestricted grant for \$5,000.

Expenses of \$40,547 were \$10,447 under budget because the timing of payroll resulted in two paydays this month. 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 construction of the partition door cost \$35,000. The library was to receive \$17,500 in construction grants in the Fall of 2024 to offset the cost.

### **2023 Year-End**

The library ended 2023 debt free due to the Charlotte Shutts bequest. This allowed the library to pay off the \$231,210 remaining on the mortgage, freeing up \$58,667 to be used for other purposes.

This was the highest income year since 2014, up 33%. However, expenses also increased 58% since 2014. The expenses increased due to maintaining an aging building and growing salaries.

Of the annual budget, 49.89% was raised through fundraising, 31.52% is raised through public funds. There was a 13% increase in building maintenance and repair expenses, which is due to the building getting older.

Steve Smith asked if the building maintenance and repair budget line be increased. Chris Atkins agreed. Pat Placona suggested that the library reconsider this after the roof repairs were completed.

Beth Gordon made a motion to approve the transfer of funds to the maintenance and repair reserve account. Chris Atkins seconded the motion, all were in favor, motion carried.

A motion was made to approve the warrant report by Joan Wallstein. Barbara Barrantes 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. She noted that the dates were amended on the annual report.

The phone issue was discussed. The phones were to be switched to fiber, which was free of charge according to Consolidated Communications. The alarm will be switched to cell service as recommended by the alarm company, costing about \$3,000.

A motion was made by Steve Smith to accept the alarm company's proposal to switch to cell service. Beth Gordon seconded the motion, all were in favor, motion carried.

Tammy noted that the By-Laws of the library state that the Board of Trustees consists of a 13 person board. The current board is 12 trustees; therefore, the bylaws should be amended. This would be voted on at the February 2024 meeting.

Tammy reported that a new Strategic Plan was due to be developed.

### **Friend's Report**

Joyce Crow presented the Friend's report:

Bookshop: In the last month, there was \$585 of income. The Bookshop needed to close on January 13<sup>th</sup>.

Marilyn Gross and Steve Chicory were meeting to work on the Gala Auction.

### **Committee Reports**

Building Administration

No report

#### *Development*

Chris Atkins gave the development report. He provided an update on the Annual Appeal. As of The Board of Trustee's meeting, \$101,898 had been received toward the Annual Appeal campaign in 306 gifts.

Chris suggested that a personal letter be sent to large donors thanking them for their contribution.

Chris stated that the development committee was still looking for ideas to have sponsorship for specific programs or projects.

Marion Dodds commented that having Tia at the Farmers Market seemed to be a good community outreach.

Joyce thought it might be a good idea to highlight RMD and legacy giving with donors over 65.

*Human Resources*

None

*Nominating*

Marian Dodds reported that Richard Wolfe had submitted his resignation from the nominating committee.

*Outreach*

None.

**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. Beth Gordon seconded the motion, and all were in favor.

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

**New Business**

Pat Placona reported that the Pavilion Committee had been established. The members are Ron Bixby, Timi Bates, Meg Wormley, Steve Smith, Tammy Gaskell, Beth Gordon.

Ronnie McTiernan made a motion to adjourn the meeting. Colleen Lutz seconded the motion, and all were in favor. The meeting adjourned at 6:52 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary