

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

**Present:** Chris Atkins  
Barbara Barrantes  
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:** Joyce Craw

**Guests:** Kim Hausner

The meeting was called to order at 6:00 pm by President Pat Placona. Colleen Lutz read a draft resolution in recognition of John Cady for his years of service to the library (see attached). Steve Smith made a motion to accept the resolution as read. Chris Atkins seconded the motion, and all were in favor, the motion carried.

**Review and Approval of Minutes**

Corrections to the February 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 Joan Wallstein and all present trustees voted in favor.

**Treasurer's Report**

Meg Wormley gave the treasurer's report.

Income of \$5,323 was \$46,026 below budget, due to receiving Hillsdale's tax money in February. The 2024 budget had the Hillsdale tax payment being received in March rather than February, as had been done in previous years.

Expenses of \$31,878 were \$686 under budget because the timing of bills and payroll.

Chris Atkins noted that the Gala expenses seemed higher for this month.

Meg also noted that a new sound system had been installed and that expense had not originally been budgeted. This was a needed expense to replace the old one.

A motion was made to approve the warrant report by Marilyn Gross. Joan Wallstein 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.

Meg Wormley asked what defined a person as an "active patron". Tammy explained that this was a person who had used their library card within the last 12 month period.

Tammy reported that August 17<sup>th</sup>, 2024 was the Copake Bicentennial Celebration. The library and Friends of the library had been invited to march in the parade. The Board discussed ideas of things to do in the parade.

Annual Sexual Harassment training was available and due in April.

Weather destroyed the events sign that was placed out by the road. Tammy reported that she was looking into a sign with larger letters.

### **Friend's Report**

Joyce Craw was absent, Ronnie McTiernan gave a brief report on her behalf.

Bookshop: In the last month (4 weeks), there was \$802 of income. The bookshop also received about \$20 in cash donations.

The Bookshop was currently looking for book donations.

### **Committee Reports**

Building Administration- No report

#### *Development*

Marilyn Gross and Chris Atkins gave the development report.

Marilyn reported that the Business Partners program ended with \$8,900 in donations from 24 businesses.

The National Library Week was April 4<sup>th</sup> thru April 13<sup>th</sup> and the theme was "Ready, Set, Read". As of April 16<sup>th</sup>, the library had received \$12,316.55 in donations for the campaign. It will remain active until the end of the month.

The Gala planning was well underway with a "Party at the Mountain" theme. Chris reported that the mailing would go out on or around April 29<sup>th</sup>. Four tickets had already been sold. He reported that they needed more restaurant certificates for the auction.

Beth Gordon reviewed the bottle of wine grab. Each member of the Board would donate two bottles of their favorite wine. They will all be individually wrapped and organized by type. Then patrons would buy a \$20.00 ticket and choose a “mystery” wine. The bottles of wine should be donated by the May Board of Trustee meeting, so they can be wrapped prior to June 7<sup>th</sup>, 2024.

The Board discussed the logistics of the Live and Silent Auctions.

*Human Resources*-No report

#### *Nominating*

Marian Dodds reported that the nominating committee interviewed Betsy Myers to complete John Cady’s term. The meeting was held March 25<sup>th</sup>, 2024 at 3:30 pm.

The committee made a favorable recommendation for Betsy Meyer to serve as a library trustee.

Beth Gordon remarked at how professional Marian Dodds had handled the meeting and interview.

Chris Atkins made a motion to accept the nomination of Betsy Meyer to the Library Board of Trustees. Beth Gordon seconded the motion, all trustees voted in favor, motion carried.

*Outreach*- No report.

*Finance*- No report.

#### *Pavilion Committee*

The pavilion was planned to be 50’ X 30’ on the south lawn of the property and design ideas were being developed. The project was expected to be completed by 2025.

On Friday April 12<sup>th</sup>, 2024 the RFP was sent to five bidders. They were expected to respond within one month. In May, the bids would be reviewed, and the successful bidder would be notified.

#### **Old Business**

Berm- Tighe and Bond submitted a proposal to complete a Flood Hazard Analysis, Hydrologic Analysis, and Hydraulic Analysis to make recommendations about the sufficiency of the berm and determine what improvements may be needed, if any. They will be analyzing 2, 10, 50, 100 year storm impacts. The cost of the analysis will be \$16,500 without the on-site fieldwork component.

Beth Gordon made a motion to accept the proposal from Tighe and Bond to complete a flood hazard analysis, hydrologic analysis, and hydraulic analysis of the berm in the amount of

\$16,500.00. There will be no fieldwork component. Marilyn Gross seconded the motion , all were in favor, the motion carried.

Chris Atkins expressed a concern to make sure the library was adequately prepared in the event of a storm emergency. He suggested that sandbags be stored in the basement level to protect the building from flooding, if needed. The board agreed and will look into purchasing and storing those supplies.

### **Executive Session**

Colleen Lutz made a motion to enter executive session to discuss strategy regarding proposed litigation involving problems recently discovered with the library facility. Meg Wormley 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, Marilyn Gross seconded the motion, all were in favor, the motion carried.

A motion was made by Chris Atkins to hire a consultant engineer to review the scope of work for the roof replacement and help review the RFP bids to complete the roof work. Meg Wormley seconded the motion, all were in favor, the motion carried.

### **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 7:21 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary

## **RESOLUTION OF APPRECIATION**

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**WHEREAS**, John Cady first joined the Board of Trustees of the Roeliff Jansen Community Library in 2011 and has served productively until his resignation in March of this year; and

**WHEREAS**, John served as Vice President of the Board of Trustees from 2014 to 2020; and

**WHEREAS**, during his time on the Board, the library made significant progress by having an increase in cardholders from Copake, Hillsdale and Ancram and the rapid move to remote delivery of more library services during and since the pandemic; and

**WHEREAS**, during his time on the Board of Trustees John served on the Communications, Art, Gala and Program Committees; and

**WHEREAS**, John attended many library events and functions, and shared his knowledge regarding the internet generously with his colleagues and the staff; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Roeliff Jansen Community Library does hereby extend its sincere appreciation and gratitude to John Cady for his service as a member of the Board of Trustees; and

**BE IT FURTHER RESOLVED**, that this resolution is part of the minutes of the Roeliff Jansen Community Library Board of Trustees meeting with a copy sent to John.

Adopted this 16th day of April 2024

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Patricia A. Placona, President

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Colleen Lutz, Secretary

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