

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
June 17th, 2024**

Present: Chris Atkins

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

Absent: Joyce Craw

Guests: None

The meeting was called to order at 6:00 pm by President Pat Placona. The Board welcomed Betsy Myers to the library Board of Trustees.

Review and Approval of Minutes

Corrections to the May Board of Trustee minutes were proposed via email. Chris Atkins made a motion to accept the minutes with amendments. The motion was seconded by Beth Gordon and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

Income of \$55,053 was \$22,197 below budget, due to timing issues. The June fundraising was above budget, offsetting the May deficit. The Gala ticket sales were \$33,600 and contributions were \$17,695.

Expenses of \$59,345 were \$17,038 above budget because of the timing of bills and payroll. The Gala expenses (\$10,736) in May were incurred earlier than budgeted and the children's room furniture was paid later.

The Berkshire Taconic first quarter report was received in early May. Because of accrual accounting, the \$6,404 increase in value and the \$426 in fees were recorded in March, the end of the first quarter.

The treasurer reported that the 2023 990 and Reviewed Financial Statements would soon be sent to the board for review and comment before being submitted to the IRS and the state.

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.

Colleen Lutz asked if it was correct that the camping gear had not been signed out. Tammy reported that it was just beginning to be reserved now.

Tammy reported that the ESL class has had an increased need.

The Ancram Center for the Arts made tickets available to be checked out at the library.

The library staff will be attending the Copake Bicentennial Parade on August 17th , 2024. They had secured a hay wagon and banner. The trustees were invited to participate.

Strategic Planning was scheduled to begin in the next month. All committee chairs would be invited to the process.

The Customer Service Policy was reviewed and updated. Meg Wormely made a motion to accept the Customer Service Policy with suggested changes. Beth Gordon seconded the motion, all were in favor, motion carried.

Meg Wormley reported that the Charlotte Shutts estate was submitted to the Attorney General's office to be settled. Once the review was completed, the library would receive the funds to build the pavilion.

Friend's Report

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

Bookshop: In May, there was \$1,044 in income. The balance of the account is \$5,643. The Friends were able to make a \$260.89 donation to the library for the trail camera. This was made possible by a donation to the Friends in memory of Kelly Director. An Instagram account might be used to report any interesting wildlife.

The Bookshop was receiving more traffic due to the Hillsdale Farmer's Market.

Committee Reports

Building Administration- No report

Development

Marilyn Gross and Chris Atkins gave the development report.

Marilyn reported that the library golf tournament was scheduled for July 14th , 2024. She asked if signs could be placed around town.

The Gala broke the previous record. The approximate earnings were \$112,576. There was a total of \$50,825 in tickets sold (319 tickets), 81 of the tickets being Host Tickets. The live auction income was \$18,700 and the silent auction income was \$8,880. The total auction donation was \$27,586.

The wine grab was a success, all bottles of wine were sold.

Chris Atkins made a few comments about the experience.

Tammy reported that a few people did not like the food choices.

Overall, the Board felt the auctioneer was exceptionally good. The service from the Catamount staff was well done.

Several board members reported that the acoustics of the building were not good for the number of people and music in the venue.

Kate did an excellent job with public outreach for the event.

Chris Atkins reported that a debriefing meeting will be held to go over specific suggestions and issues pertaining to the Gala.

Human Resources-No report.

Nominating- No report.

Outreach- No report.

Finance- No report.

Pavilion Committee- No new information to report. There are a few bids which were scheduled to be reviewed. One bid had questions.

Old Business

Berm- Tighe and Bond was still working on gathering information to provide a report about the condition of the berm and any recommendations, if any, that would need to be done to improve its effectiveness.

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. 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, Joan Wallstein made a motion to exit executive session, Chris Atkins seconded the motion, all were in favor, the motion carried.

New Business

Tammy reported that the new events sign would cost \$6,000-\$7,000 with installation. The Friends were planning on contributing to help cover the cost of the sign.

Pat Placona reported that Paul Schlesinger had passed away. He had been a good friend to the library and served on the finance committee.

Marilyn Gross made a motion to adjourn the meeting. Meg Wormley seconded the motion, and all were in favor. The meeting adjourned at 7:14 pm.

Respectfully Submitted
Colleen Lutz, Secretary