

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

**Present:** Chris Atkins

Barbara Barrantes

Beth Gordon

Marilyn Gross

Colleen Lutz- Secretary

Ronnie McTiernan

Betsy Myers

Pat Placona- President

Steve Smith

Joan Wallstein

Meg Wormley-Treasurer

**Absent:** Marian Dodds, Tamara (Tammy) Gaskell, Library Director

**Guests:** Warren Smith, Joyce Craw (Friends)

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

**Review and Approval of Minutes**

Corrections to the August Board of Trustee minutes were proposed via email. Additionally, Ronnie McTiernan noted that she was not present at the August meeting. Colleen Lutz noted the change in the August minutes. 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.

Prior to beginning the regular agenda, Pat Placona read a statement into the minutes about the Roof Report. She also introduced the advising engineer, Warren Smith, to the board.

Pat invited Mr. Smith to give a report to the Board. He discussed the three bids that the library had received to repair the roof. Based on his review, he recommended that the Board select the bid submitted by Jay Elsoffer Inc. to complete the roof repair. This company proposed the least disturbance to the roof and provided the best warranty (15 years).

Steve Smith made a motion to accept the roofing repair bid in the amount of \$125,000 submitted by Jay Elsoffer, INC. The motion was seconded by Beth Gordon. All were in favor, motion carried.

Mr. Smith advised the Board that they would need to find another contractor to reinsulate and sheetrock where the damaged materials were removed.

**Treasurer's Report**

Meg Wormley gave the treasurer's report.

Income of \$8,673 was \$1,380 over budget, thanks to \$1,443 in dividends from the Shutts estate and an unrestricted \$5,000 grant from the Maple Hill Road Foundation.

Expenses of \$28,024 were \$4,873 under budget due to timing.

The Board discussed the liability and fine art insurance for the library. The Board agreed that the insurance should be reviewed to determine if it was fitting the needs of the library. More information was needed to make insurance decisions. Pat Placona tasked the Finance committee with reviewing our current insurance, as other insurance options may be available to the library.

The Board went over the Cash vs. Accrual for 2023. There were no questions.

A motion was made to approve the warrant report by Pat Placona. Barbara Barrantes seconded the motion, and all trustees voted in favor. The motion carried.

### **Director's Report**

Tammy Gaskell was absent.

No questions about the written report were raised.

### **Friend's Report**

Joyce Crow reported that the Bookshop had made \$1,498 in August. She reported that the Friends had given Tammy \$4,000 for programs.

She reported that the libraries area in the basement could use to be cleaned up. Pat suggested that Tammy could coordinate a time to have some volunteers clean out the basement. Chris Atkins suggested getting a dumpster.

Beth Gordon suggested that the library could also hire the cleaning person to clean the downstairs area after it have been cleared out.

Joyce reported that the annual Cookies (baked goods), Books/Puzzles, and Soup sale will be held December 13<sup>th</sup> and 14<sup>th</sup> from 11 am to 2 pm. The baked goods and soup sale would be held in the Community Room. The book sale will be held in the Bookshop. The Friends were looking for additional people to bake or provide homemade soup for sale.

### **Committee Reports**

*Building Administration*- No report

*Development*- Betsy Myers reported that the committee had met on September 16<sup>th</sup>. The Business Partners Appeal was still on track to go out in October.

The Development Committee will be meeting on the first Tuesday of the month at 10:30 am.

*Human Resources*- Steve Smith reported that there were policies in the Employee Handbook to review.

Health insurance- The Board discussed the wording surrounding the amount of stipend full time employees were allowed for health insurance. Betsy Myers suggested that the wording be amended to not include a dollar amount. She also suggested adding a line that indicated that the amount will be reviewed. Barbara Barrantes made a motion to accept the proposed changes with the amendments proposed by Betsy. Chris Atkins seconded the motion, all were in favor, motion carried.

Lactation amendments- Chris Atkins made a motion to accept the proposed changes. Beth Gordon seconded the motion, all were in favor, motion carried.

Meal Break amendments – Meg Wormley made a motion to accept the proposed changes. Barbara Barrantes seconded the motion, all were in favor, motion carried.

Camping Equipment Policy- Meg Wormley made a motion to accept the proposed changes. Barbara Barrantes seconded the motion, all were in favor, motion carried.

Radio Frequency Meter Policy- Pat Placona made a motion to accept the proposed changes. Joan Wallstein seconded the motion, all were in favor, motion carried.

Public Relations Policy- Marilyn Gross made a motion to accept the proposed changes. Meg Wormley seconded the motion, all were in favor, motion carried.

Pat Placona suggested that the Medical Injury amendment could be tabled until next meeting. Betsy Myers suggested that the pronouns be changed from him/her to themselves. Colleen Lutz suggested that the assistance from medical professionals be copied for both minor and major injuries.

*Nominating*- Marian was absent. Beth Gordon reported that Colleen, Ronnie, and herself had terms that were expiring. The Nominating Committee is scheduled to meet in October to go over the nominations for both the Trustee positions and officer positions.

*Outreach*- No report.

*Finance*- No report.

### **Old Business**

None

### **New Business**

None

Colleen Lutz made a motion to adjourn the meeting. Barbara Barrantes seconded the motion, and all were in favor. The meeting adjourned at 7:11 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary

Roof Report to the Board  
September 17, 2024

In August 2023, while performing routine power washing maintenance of the library, wet wood rot was discovered in the roof, ostensibly as the result of previous water incursion (leaks).

- I appointed a “roof committee” consisting of Steve Smith, Barbara Barrantes, Beth Gordon, Tammy Gaskell, and myself.
- We spoke to Kirk Kneller, the library’s insurance agent with whom the library has a policy. He suggested that we hire Chris Hoppe, a local engineer, to assess the roof situation. Upon inspection of the roof, Mr. Hoppe confirmed the presence of water incursion (leaks) in several locations. He suggested that we employ the expertise of a forensic engineering company to further investigate the situation.
- We engaged a law firm, Shepard-Mullen to advise us, pro bono. We worked with their attorney Michelle Cooper. The roof committee met regularly with Ms. Cooper, via Zoom for the past year.
- Ms. Cooper recommended that we hire Thornton-Tomasetti, a forensic engineering company, which we did. Tomasetti provided us with an extensive report indicating gross negligence in the installation of the roof.
- An additional problem created by the roof leaks is the presence of mold in the library proper. We hired three mold specialists to evaluate the problem and provide us with an estimate for remediation. We will continue to work on that.
- We engaged Warren Temple Smith Architects to advise the roof committee with drafting an RFP. The RFP was sent to 8 roofing companies. We received 3 proposals which were reviewed by Mr. Smith. (The proposals were made available to the Board for review prior to tonight’s meeting.)
- The roof committee met with Warren Smith on Thursday, September 12, to review the bids. Warren Smith is here tonight to go over the bidding process and explain our recommendation to the board.
- On behalf of the Board, the roof committee has exercised due diligence in seeking professional advice and exploring solutions.

Pat Placona, President