

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
June 17th, 2025**

Present: Chris Atkins

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

Absent: None

Guests: Joyce Craw (Friends)

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

Review and Approval of Minutes

The Board reviewed the May minutes. Steve Smith made a motion to approve the minutes. Beth Gordon seconded the motion, all were in favor, motion carried.

Treasurer's Report

Meg Wormley gave the treasurer's report. There were no questions about the report from the Board.

Income of \$49,937 was \$ 3,365 under budget due to the Gala income being slightly lower than budgeted. Additional NLW donations helped offset the reduced Gala proceeds.

Expenses of \$46,362 were \$8,242 under budget due to timing of bills.

Meg reported that the name change of the library was not carried through to the Bank of Greene County accounts.

Chris Atkins made a motion to change the account name in the Bank of Greene County accounts to reflect the name change to Roeliff Jansen Community Library, resolution adopted May 18th, 2021. Beth Gordon seconded the motion, all very in favor, motion carried.

Meg reported that the accountant was still working on the audit for the library. They expected the results to be shared in July. This audit was completed because the library had more than

\$1,000,000 in income last fiscal year. Rebecca Smith-Aldrich has recommended that association libraries be audited every one to two years. Meg suggested that she would receive a quote from Robert Patterson, after the current audit is finished.

Steve Smith suggested that the expense of an audit should be budgeted into next year's library budget, and each year thereafter.

Joyce Crow suggested that the library could also bid out the audit for independent auditors.

A motion was made to approve the warrant report by Joan Wallstein. Steve Smith seconded the motion, and all trustees voted in favor. The motion carried.

Director's Report

Tammy Gaskell presented the director's report.

Steve Smith asked about the library assessment. He noted the 9-10% change in the projected amount requested by MHLS.

Tammy explained that MHLS had strived to keep the assessment as low as possible, however they have now tried to move away from relying heavily on State funds to offset the cost. They are diversifying how the system is funded. That would lead to member libraries paying more for the assessment. The amount was determined both by population and circulation.

Rebecka Smith Aldrich recommended that libraries have an attorney on retainer. The attorney was to assist with reviewing contracts, policies, etc. She suggested that the library had a general lawyer and potentially an HR specialized lawyer.

Tammy reported that an in-person training was scheduled to be held August 13th, 2025, at 5:30pm at the Roe Jan Community Library. The topic was to be multi-year financial planning.

Generator Project Updates- Tammy reported that the generator trenching is done. The transfer switch was to be installed on June 18th, 2025. The library will be closed when the transfer switch is installed.

Sustainable Libraries- Colleen Lutz, Steve Smith, and Beth Gordon volunteered to help Tammy and the staff with the project. One of the first projects may be developing a site management plan and facility plan. They will begin the project in August after the Construction Grant is submitted.

Tammy suggested raising Xondra's hourly rate by \$0.50. This was presented as an option when Xondra was hired 6 months ago. Marilyn Gross made a motion to raise Xondra's hourly pay rate by \$0.50. Chris Atkins seconded the motion, all were in favor, motion carried.

Friend's Report

Joyce Crow gave the Friends report. She reported that on June 12th, they had their first annual meeting. Joan Gellert was voted to be the new Director. She was instrumental in working with the Craryville Free Little Library. There were currently 44 members in the Friends group.

They were scheduling a "thank you" tea on August 9th, 2025, for members.

Joyce reported that she had met the new Taconic Hills Superintendent. They had discussed the Safe at Home program and the possibility of busing students to the library to sign up for library cards.

She reported that in May, the Bookshop had made \$1,187. To date, \$3,000 in membership fees had been collected.

There was approximately \$13,000 in the bank account.

Committee Reports

Building Administration- No report.

Development- Betsy Myers gave the report to the Board.

NLW: As of 6/4, there were 166 donors, and \$25,135 was collected.

Gala: She circulated preliminary results for the Gala. There were 250 tickets sold, with 222 people attending. Eighty-four percent of the people that purchased tickets ahead of the Gala attended. The Final results would be shared in July 2025.

Human Resources- No report

Nominating- No report

Outreach- No report.

Finance- No report.

414 Committee- Steve Smith reported that the committee had successfully secured the required signatures needed for each town.

A motion was made by Chris Atkins to accept the 414 petitions for the Town of Ancram, Copake, and Hillsdale. The motion was seconded by Betsy Meyers, all were in favor, motion carried. Each signed resolution would be included with the petition sheets for each town and would be submitted to the town clerks before July 1st, 2025, for certification. The petitions will be hand delivered to the Columbia County Board of Elections after certification. Please see attached signed petitions.

Pavillion Committee- The committee met with the three companies that submitted bids for the pavilion work. The committee has returned one bid to see if the bidder could refine and lower the costs.

At this point, the library is looking for the lowest priced qualified bidder. They had tentatively selected one contractor. The contractor had reported that the pavilion would take six to eight weeks to construct.

Old Business

The roof was nearing completion. The fascia was finished, and a crew would be working on the back door and the dormers next. The contractor has stated that they would be working into July 2025.

Beth Gordon asked if there had been any change orders. Pat Placona reported that there had not been any orders submitted yet.

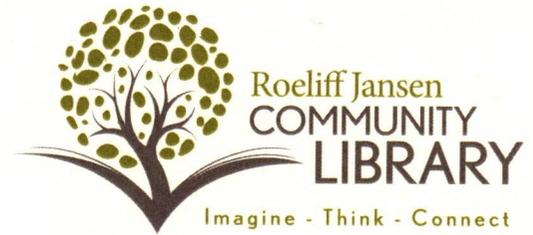
Tammy, Steve Smith, and Pat Placona discussed the need to review the insurance policies for the library. The current agent is Kirk Kneller of the Kneller Agency. Tammy suggested that the collection needs to be insured better.

New Business

None.

Barbara Barrantes made a motion to adjourn the meeting. Steve Smith seconded the motion, and all were in favor. The meeting adjourned at 7:03 pm.

Respectfully Submitted
Colleen Lutz, Secretary



A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
ROELIFF JANSEN COMMUNITY LIBRARY

BOARD OF TRUSTEES

Patricia A. Placona, President
Barbara Barrantes, Vice President
Colleen Lutz, Secretary
Margaret M. Wormley, Treasurer
Christopher L. Atkins
Marian Dodds
Beth Gordon
Marilyn Gross
Veronica McTiernan
Betsy Myers
Steven Smith
Joan Wallstein

WHEREAS, there has been presented to the Board of Trustees of the Roeliff Jansen Community Library a petition signed by at least twenty-five (25) qualified voters of the Town of Hillsdale, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Hillsdale:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF HILLSDALE FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY TWENTY-NINE THOUSAND NINETY-THREE DOLLARS (\$29,093.00) TO THE SUM OF SEVENTY-THREE THOUSAND TWO HUNDRED THIRTY-FIVE DOLLARS (\$73,235.00),
and

ADVISORY BOARD

Richard Herrington
Bonnie J. Hundt
Kirk Kneller
Lindsay LeBrecht
Maureen Rodgers
Patricia L. Shakshober
Parry Teasdale
Irma Waldo, MD
Matthew White

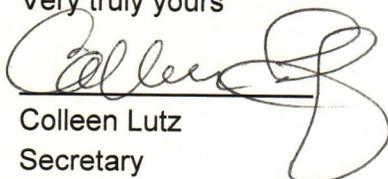
WHEREAS, the endorsement of this Board of Trustees of the Roeliff Jansen Community Library is required before such question may be placed upon the ballot

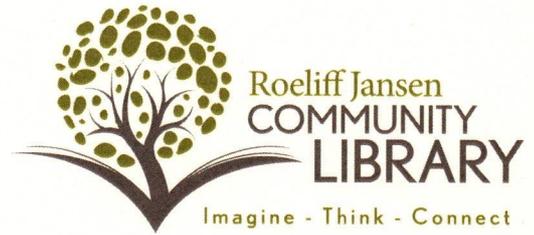
NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Hillsdale:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF HILLSDALE FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY TWENTY-NINE THOUSAND NINETY-THREE DOLLARS (\$29,093.00) TO THE SUM OF SEVENTY-THREE THOUSAND TWO HUNDRED THIRTY-FIVE DOLLARS (\$73,235.00).

The undersigned Secretary of the Board of Trustees of the Roeliff Jansen Community Library hereby certifies that the above is a true copy of a resolution passed unanimously by the Board of Trustees of the Roeliff Jansen Community Library on the 17th day of June 2025.

Very truly yours


Colleen Lutz
Secretary



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WHEREAS, there has been presented to the Board of Trustees of the Roeliff Jansen Community Library a petition signed by at least twenty-five (25) qualified voters of the Town of Copake, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Copake:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF COPAKE FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY FORTY-THREE THOUSAND FORTY-EIGHT DOLLARS (\$43,048.00) TO THE SUM OF ONE HUNDRED NINE THOUSAND FIVE HUNDRED TWENTY DOLLARS (\$109,520.00),
and

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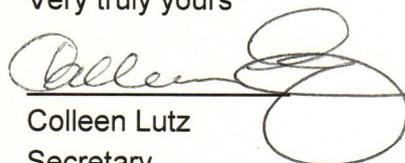
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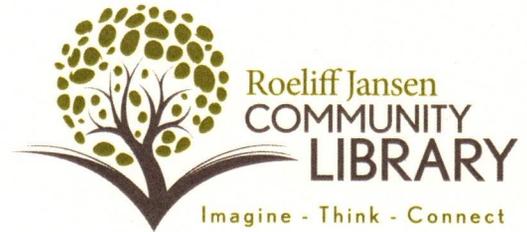
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Colleen Lutz
Secretary



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WHEREAS, there has been presented to the Board of Trustees of the Roeliff Jansen Community Library a petition signed by at least twenty-five (25) qualified voters of the Town of Ancram, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Ancram:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF ANCRAM FOR THE OPERATING BUDGET OF THE ROELIFF JANSEN COMMUNITY LIBRARY BE INCREASED BY EIGHTEEN THOUSAND EIGHT HUNDRED SEVENTY-THREE DOLLARS (\$18,873.00) TO THE SUM OF FORTY-EIGHT THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$48,850.00),
and

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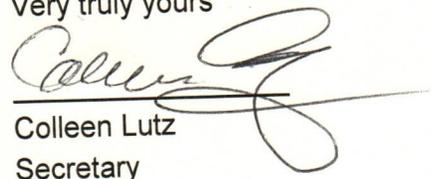
WHEREAS, the endorsement of this Board of Trustees of the Roeliff Jansen Community Library is required before such question may be placed upon the ballot

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Ancram:

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Colleen Lutz
Secretary