

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
July 15th, 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: None

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

Review and Approval of Minutes

The Board reviewed the June minutes and suggested edits were made via email prior to the meeting. Chris Atkins made a motion to approve the minutes. Meg Wormley 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 \$87,245 was \$3,835 over budget due to the Gala income and a \$22,000 grant from the Rheinstrom Hill Foundation.

Steve Smith asked if the Berkshire Taconic Community Foundation (BTCF) fund report was available. Meg reported it will be available at the end of July.

Expenses of \$43,011 were \$5,511 under budget due to timing of bills and Gala expenses coming in under budget.

Meg reported that the financial committee made a mid-year annual review. All major categories of the budget are either close to or slightly over budget. Electric expenses are over budget due to the excessive cost of electricity.

Overall, the finance committee did not recommend making changes to the budget for the second half of the year. They did recommend paying some of the upcoming larger expenses (roof, pavilion, generator) out of the operating fund before drawing out of the Berkshire Taconic Community Foundation Fund.

The finance committee also discussed the option to complete audits more frequently, as recommended by Rebekka Smith Aldrich. They did not suggest making annual audits a continuing practice, however, due to the large expenses expected this year, funds of over 1.5 M, and volunteers overseeing financial decisions, an audit was warranted for the next year as well.

Steve Smith and Meg Wormley suggested that the audit expenses be added to the budget for next year.

A motion was made to approve the warrant report by Beth Gordon. Chris Atkins seconded the motion, and all trustees voted in favor. The motion carried.

Director's Report

Tammy Gaskell presented the director's report.

Tammy reported on the staff-only area behind the circulation desk. It will keep space separate for employees and keep the public and others out.

State Construction Grant- Betsy Meyers made a motion to sign the assurances form for the State Construction Grant. Meg Wormley seconded the motion, all were in favor, the motion passed.

Generator Project Updates- Tammy reported that BCI, the contractor for the generator, reported that the generator will ship mid-August. After the unit is installed, Michele Hinchey might come out for a photo opportunity for the project her office helped fund.

The Insurance policies will be reviewed for the library. Pat Placona was to contact Stephanie Rabin to look at the options available to the library.

Friend's Report

Ronnie McTiernan gave the Friends report. She reported that in June-July, the Bookshop had made \$777.

The Friends decided to wait to hold the Thank You event until the first weekend after Labor Day.

Committee Reports

Building Administration- No report.

Development- Betsy Myers gave the report to the Board.

Gala: She reported the results for the Gala. There was \$116,239 gross income, \$19,416 in expenses, therefore the net income was \$96,823. This was up approximately \$4,900 from 2024.

The Business Partners was the next fundraiser, if the Development Committee recommends it. That was to be followed with the Annual Appeal and NLW in 2026.

The fundraising opportunities for 2025 (remaining) and 2026 were going to be reviewed in August 2025 by the development committee. They will make recommendations to the Board of Trustees.

Human Resources- No report

Nominating- Marian Dodds reported that five trustees will be up for renewal. She asked if those trustees could contact her to let her know if they plan to continue, with a note of interest. She also reported that the library could use some additional committee members from Ancram and Copake.

It was suggested that a note be added to the newsletter to advertise for members for the committees.

Outreach- No report.

Finance- No report.

414 Committee- Steve Smith reported that the town clerk certifications and petitions were submitted to the Columbia County BOE. He expected that the Friends would run one to two mailers advocating for the library and where to vote on the ballot.

Steve also reported that he and the President or 414 committee member Colleen Lutz, would meet with the Town Supervisors to answer questions they might have. The 414 committee meeting was going to be scheduled in the next few weeks.

Pavilion Committee- EJS construction will be constructing the pavilion. Dan Russell was going to be completing the survey prior to construction. He is donating his services. The pavilion was estimated to be complete in the fall of 2025.

The Board discussed how the pavilion would be noticed in the paper and would invite Charlotte's grandnephew to be present for any photos.

Old Business

The roof was nearing completion. The facia was finished, EDPM is done, and a crew would be working on the back door and the dormers to finish by the end of July.

New Business

None.

Barbara Barrantes made a motion to adjourn the meeting. Marilyn Gross seconded the motion, and all were in favor. The meeting adjourned at 7:05 pm.

Respectfully Submitted
Colleen Lutz, Secretary

