

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
May 20th, 2025**

Present: Chris Atkins

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

Absent: Marian Dodds

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 March minutes and proposed changes prior to the meeting. Chris Atkins made a motion to approve the minutes with amendments. Marilyn Gross 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 \$35,651 was \$ 11,344 over budget due to a successful National Library Week campaign of \$24,347 and a Berkshire Taconic Grant of \$5,400.

Expenses of \$42,731 were \$6,833 over budget due to a \$3,500 payment for work-in-progress on the financial audit, \$3,820 for the design, printing, and mailing of the Annual Report, as well as library furniture expenses.

The Columbia County Libraries Association reimbursed the Roe Jan Library \$1,340 for expenses.

Bob Patterson advised the library that the audit should be completed, late June or early July. The library reported over \$1,000,000 of income for the fiscal year, therefore an audit was required. The trustees discussed the possibility of scheduling audits of the library on a regular basis, based on recommendations from Rebecka Smith-Aldrich, possibly as frequent as every couple of years.

Meg Wormley suggested that she could speak with Bob Patterson to see what the costs would be if the library did an audit every couple of years.

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

Director's Report

Tammy Gaskell presented the director's report. She reported that the April traffic numbers were low, but that was the normal trend for the library.

Meg Wormely asked about the hot-spots and wondered if they should be promoted. Tammy reported that the few people that were using them had not signed them out recently. She also noted that the costs were covered by a grant, but that the library should reevaluate once the grant funds expire.

Generator Project Updates- Tammy reported that the generator is scheduled to be installed in July. The trenching will be done June 9th, 2025. The transfer switch will be installed on June 18th, 2025. The library will be closed when the transfer switch is installed.

Sustainable Libraries- Tammy asked if a few volunteers were willing to help her with the program. Currently, the staff was composting but they would like to do more. Colleen Lutz and Marian Dodds will help Tammy and the staff with the project.

NYSERDA- The library will be partnering with NYSERDA to help promote heat pumps in public spaces. The program was scheduled for August.

Facility Plan- Tammy suggested that the library develop a facility plan which included aspects of LEED, sustainable design, stormwater management, Energy Star compliant appliances, water use, and site management. The Board agreed to work on this after the Gala.

Friend's Report

Joyce Crow gave the Friends report. She reported that in April, the Bookshop had made \$1,046. In May, \$684 had been collected. To date, \$2,576 in membership fees had been collected.

There were \$1,546 in expenses in April, which included \$884 for taxes and \$680 for the new barcode scanners.

There was \$11,633 in the bank account.

Steve Smith asked Joyce Crow if the library could ask for help to educate and enlighten the public about the 414 vote in November.

Committee Reports

Building Administration- No report.

Development- Betsy Myers gave the report to the Board.

NLW: As of 5/20, there were 163 donors, and \$25,013 was collected.

Gala: The invitations were sent out. The website has been updated with the information. Ronnie McTiernan reported that the live auction had 12 items, and the silent auction had about 49 items. She asked if people would be available to help on both Friday and Saturday to do the set up.

The newsletter had reported about the Charlotte Society and planned giving.

Human Resources- No report

Nominating- No report

Outreach- No report.

Finance- No report.

414 Committee- Steve Smith reported that the committee had the petitions. The committee was going to attempt to get the signatures by the June Trustee meeting so the petitions could be certified and sent to the town clerks before July 1st. The petitions will be hand delivered to the Columbia County Board of Elections after certification.

Pavillion Committee- The RFQ/RFP was sent out. The responses are due by the end of May. To date, two contractors had expressed interest.

Old Business

The roof was nearing completion. The EPDM was finished, and some final pieces of metal roof were being constructed. The contractor sprayed to reduce mold and reported that the area looked mold free. The trustees discussed the possibility of having mold measurements taken to make sure there was absolutely no mold. Several ceiling tiles must be replaced.

The new sign is expected to be installed on May 22nd, 2025.

Joyce Crow requested that a committee or group be assembled to address some of the clutter in the basement.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Meg Wormley seconded the motion, and all were in favor. The meeting adjourned at 6:46 pm.

Respectfully Submitted
Colleen Lutz, Secretary