

**Roeliff Jansen Community Library  
Board of Trustee Meeting Minutes  
September 16<sup>th</sup>, 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 August 2025 minutes, and suggested edits were made via email prior to the meeting. Chris Atkins made a motion to approve the minutes. Steve Smith seconded the motion, all were in favor, motion carried.

**Treasurer's Report**

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

Income of \$3,267 was \$165 over budget. The library received \$1,182 from Local Library Service Aid.

Expenses of \$32,437 were \$3,823 under budget. The computer expenses of \$3,080 were not expended. This expense may come later in 2025.

Capital expenses included \$114,000 for the pavilion and \$22,000 for the generator. A withdrawal of \$225,000 was made from the Berkshire Taconic Community Foundation agency fund to cover these expenses. A grant from Senator Michelle Hinchey covered the cost of the generator (\$98,000) and would be received when the job was completed.

The audit is almost completed. The financial statements and 990 were reviewed and were in the process of being submitted to the Board for review.

Meg reminded everyone to submit their hours spent on library business for 2025.

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

### **Director's Report**

Tammy Gaskell presented the director's report.

Pavilion Project Update- The library submitted a request for \$220,778 in State Construction Grant Funding. The library was recommended for \$ 209,071 in State Construction Grant Funding which would be available next fall.

Generator Project Update- Tammy reported that generator was up and running and should be eligible for reimbursement. A test will run each Thursday. There will be a photo op with Michelle Hinchey on October 14<sup>th</sup>. Chris Atkins stated that this would be a good opportunity to promote the library as a heating and cooling center. The Board discussed and agreed to a contract with BCI for a maintenance contract for the generator. This includes an annual cleaning and tune up and would cost \$500/year.

Heating and Cooling System Issues- Several members of the Board, the Board President, the Director and the President of the Friends met with Tufano to go over the issues with the geothermal system and moisture in the basement. After a discussion of the issues, the Board decided to investigate replacing the malfunctioning geothermal pump(s), replacing the carbon filters, cleaning and repairing water valves, replacing the thermostat, and the blower, all recommendations from Tufano.

Steve Smith made a motion to approve the repairs to the geothermal system in the amount of \$18,407 as quoted by Tufano. Beth Gordon Seconded the motion, all were in favor, motion carried.

Staff Hours- Xondra reduced her hours to three days (Thursday-Saturday). Tia Maggio was returning to cover Tuesday and Wednesday. She was to begin the last week of September.

Flu Shot Clinic- There was a drive through clinic to be held on September 20<sup>th</sup>, 2025, starting at 10 am.

Tammy announced Joan Wallstein is the RJCL advocacy ambassador. Joan asked if there were any previous staff or trustees that would like to receive information about advocacy. She was going to set up an email list to share that information with them.

Insurance- Tammy, Pat, and Steve were scheduled to meet with Kirk Kneller of the Kneller Insurance agency on September 17<sup>th</sup>, 2025, to review the current insurance coverage for the library. They will discuss costs and needs. Tammy reported that the library has the current standard coverage that most libraries have. The library was going to reach out to other insurance agents for quotes.

### **Friend's Report**

Joyce Craw gave the Friends report. She reported that in August-September, the Bookshop was slow. There was \$14,000 dollars in the bank.

Joyce reported that she felt that the Friends group would help pay for some of the expenses related to the work Tufano was going to be performing in the basement.

### **Committee Reports**

*Building Administration*- No report.

*Development*- Betsy Myers gave the report to the Board. She reported that the Business Partners Appeal will begin in October. In 2024, the library raised approximately \$8,000 with that appeal. The committee decided that they would concentrate on current and recent partners.

Gala: She reported that they would be having a Party at the Pavilion in 2026. It will be July 11<sup>th</sup>, 2026, 6:30pm-8:30pm.

The committee had created a Donor Appreciation and Engagement subcommittee which was led by Marilyn Gross

*Human Resources*- Steve Smith mentioned the possibility of considering a retirement package for some of the library employees. He asked the Board to start thinking of options. Chris Atkins enthusiastically offered to help.

*Nominating*- No report

*Outreach*- No report.

*Finance*- No report.

*414 Committee*- Steve Smith reported that the ballot should be out for inspection on Friday September 19<sup>th</sup>, 2025. Meg Wormley reported that the call list of registered votes paired with library donors would be ready soon. Tammy reported that the FAQs were on the website. Early voting started October 25<sup>th</sup>, so Steve also wanted to make sure the newspaper notices were submitted (see attached).

*Pavilion Committee- No report.*

**Old Business**

Roof- J. Elsoffer reported that the roof was finished. It did not leak during the storm on September 6<sup>th</sup>, 2025.

**New Business**

Parking Lot Striping- Beth Gordon reported that she and the Director had met with Abby's Sealcoating about the parking lot lines. At this time, they planned to have three handicapped spots (one van, two cars).

Steve Smith suggested that they might want to consider four spots for handicapped parking.

Joyce Crow asked if an arrow could be painted to direct patrons to the Bookshop.

Barbara Barrantes also suggested that the curves of the driveway be marked with reflective paint to help delineate the curves for drivers, especially at night.

Beth reported that they would be receiving a quote.

Beth Gordon also reported that Hillsdale resident and past trustee and committee member Ron Cardy had passed away.

Betsy Myers made a motion to adjourn the meeting. Chris Atkins seconded the motion, and all were in favor. The meeting adjourned at 7:02 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary



	1	2	3	4	5
<b>Office</b>	County Sheriff (Vote for one)	Town Supervisor (Vote for one)	Town Council (Vote for up to two)		State Supreme Court Justice 3rd Judicial District (Vote for one)
<b>Democratic</b>	<input type="radio"/> Jackie Salvatore	<input type="radio"/> Colleen Lutz	<input type="radio"/> Bonnie Hundt	<input type="radio"/> Amy Gold	<input type="radio"/> William T. Little, Jr.
<b>Republican</b>	<input type="radio"/> John M. Rivero	<input type="radio"/> James MacArthur	<input type="radio"/> Rick Dubray	<input type="radio"/> Jennifer Boice	<input type="radio"/> Dana Lynn Salazar
<b>Conservative</b>	<input type="radio"/> John M. Rivero				<input type="radio"/> Dana Lynn Salazar
<b>Working Families</b>	<input type="radio"/> Jackie Salvatore				<input type="radio"/> William T. Little, Jr.
<b>Write-In</b>	Write-In	Write-In	Write-In	Write-In	Write-In

Official Ballot for the General Election  
 November 4, 2025  
 State of New York, County of Columbia  
 Ancram E.D.(s): 1  
 Ballot ID: 4021  
 Mara H. Estréou, Commissioner  
 Kelly A. Miller-Simmons, Commissioner

**Instructions to voters**

- Mark the oval to the left of the name of your choice.
- To vote for a candidate whose name is not printed on the ballot, print the name clearly in the box labeled "Write-In", staying within the box.
- Any mark or writing outside the spaces provided for voting may void the entire ballot. The number of choices is listed for each contest. Do not mark the ballot for more candidates than allowed. If you do, your vote in that contest will not count. If you make a mistake, or want to change your vote, ask a poll worker for a new ballot.



Ancram E.D.(s): 1  
 Ballot ID: 4021  
 Remember to vote both sides →

	1	2	3	4	5
<b>Office</b>	County Sheriff (Vote for one)	Town Council (Vote for up to two)		State Supreme Court Justice 3rd Judicial District (Vote for one)	Town Justice (Vote for one)
<b>Democratic</b>	<input type="radio"/> Jackie Salvatore	<input type="radio"/> Will Morningstar	<input type="radio"/> Linda Gabaccia	<input type="radio"/> William T. Little, Jr.	<input type="radio"/> Jeanne E. Metler
<b>Republican</b>	<input type="radio"/> John M. Rivero			<input type="radio"/> Dana Lynn Salazar	
<b>Conservative</b>	<input type="radio"/> John M. Rivero			<input type="radio"/> Dana Lynn Salazar	
<b>Working Families</b>	<input type="radio"/> Jackie Salvatore			<input type="radio"/> William T. Little, Jr.	
<b>Write-In</b>	Write-In	Write-In	Write-In	Write-In	Write-In

SAMPLE BALLOT

SAMPLE BALLOT

Official Ballot for the General Election  
 November 4, 2025  
 State of New York, County of Columbia  
 Copake E.D.(s): 1  
 Ballot ID: 4097  
 Mara H. Estroff, Commissioner  
 Kelly A. Miller-Simmons, Commissioner

**Instructions to voters**

- Mark the oval to the left of the name of your choice.
- To vote for a candidate whose name is not printed on the ballot, print the name clearly in the box labeled "Write-In", staying within the box.
- Any mark or writing outside the spaces provided for voting may void the entire ballot. The number of choices is listed for each contest. Do not mark the ballot for more candidates than allowed. If you do, your vote in that contest will not count. If you make a mistake, or want to change your vote, ask a poll worker for a new ballot.



Copake E.D.(s): 1  
 Ballot ID: 4097  
 Remember to vote both sides  
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	1	2	3	4
Office	County Sheriff (Vote for one)	Town Council (Vote for up to two)		State Supreme Court Justice 3rd Judicial District (Vote for one)
Democratic	<input type="radio"/> Jackie Salvatore	<input type="radio"/> Nico Hernandez	<input type="radio"/> Bart Ziegler	<input type="radio"/> William T. Little, Jr.
Republican	<input type="radio"/> John M. Rivero			<input type="radio"/> Dana Lynn Salazar
Conservative	<input type="radio"/> John M. Rivero			<input type="radio"/> Dana Lynn Salazar
Working Families	<input type="radio"/> Jackie Salvatore			<input type="radio"/> William T. Little, Jr.
Hillsdale Unity Party		<input type="radio"/> Nico Hernandez	<input type="radio"/> Bart Ziegler	
Write-In	Write-In	Write-In	Write-In	Write-In

Official Ballot for the General Election  
 November 4, 2025  
 State of New York, County of Columbia  
 Hillsdale E.D.(s): 1  
 Ballot ID: 4165  
 Mara H. Estrinbou, Commissioner  
 Kelly A. Miller-Simmons, Commissioner

**Instructions to voters**

- Mark the oval to the left of the name of your choice.
- To vote for a candidate whose name is not printed on the ballot, print the name clearly in the box labeled "Write-In", staying within the box.
- Any mark or writing outside the spaces provided for voting may void the entire ballot. The number of choices is listed for each contest. Do not mark the ballot for more candidates than allowed. If you do, your vote in that contest will not count. If you make a mistake, or want to change your vote, ask a poll worker for a new ballot.



Hillsdale E.D.(s): 1  
 Ballot ID: 4165

Remember to vote both sides

