

**Roeliff Jansen Community Library  
Board of Trustee Meeting Minutes  
October 21<sup>st</sup>, 2025**

**Present:** Chris Atkins  
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:** Barbara Barrantes, Beth Gordon

**Guests:** Kim Hausner

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

**Review and Approval of Minutes**

The Board reviewed the September 2025 minutes, and suggested edits were made via email prior to the meeting. Marilyn Gross made a motion to approve the minutes. Joan Wallstein seconded the motion, all were in favor, motion carried.

**Treasurer's Report**

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

Income of \$7,076 was \$225 over budget. The library received \$5,000 unrestricted grant.

Expenses of \$38,444 were \$2,985 above budget. The propane expenses of \$2,147 for the generator and \$5,350 for fall 2024 and spring 2025 garden cleanup.

Capital expenses included \$107,500 for the pavilion, \$40,000 for roof repairs, and \$16,885 for the generator. These expenses were paid using funds withdrawn from the Berkshire Taconic Community Foundation agency.

The audit was complete and there were no areas of concern found. The audit was required because the library had received over \$1,000,000 in income in 2024. The funds received from the Charlotte Shutts estate are known as Donor Restrictions. Once the pavilion is constructed the funds will be released from restriction.

The 990 and the CHAR 500 will be submitted shortly.

Meg reminded the board that committee budgets should be submitted to the treasurer by November 4<sup>th</sup>, 2025.

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

### **Director's Report**

Tammy Gaskell presented the director's report.

Pat Placona asked about the ESL program. She noted that participation had dropped to four individuals. Tammy reported that they were sensitive about the current conditions and fears within the community.

Meg asked about the OLLY program. They will be using the library to present the program. The attendees must pay OLLY directly.

The Board also discussed the yoga programs.

Insurance- Tammy, Pat, and Steve met with Kirk Kneller of the Kneller Insurance agency on September 17<sup>th</sup>, 2025. They discussed costs and needs. They decided that the contents and building are underinsured. The library reached out to Metz Wood and Fingar Agency. Fingar agency produced a quote based on the current value of the building and contents. Metz Wood was planning to provide a quote by the end of October.

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.

Steve Smith stated that he felt the quote from Fingar Agency was incorrect, because they used a value that was too low.

Generator Project Update- Tammy reported that generator was up and running and should be eligible for reimbursement. There was a photo op with Michelle Hinchey on October 14<sup>th</sup>. The final cost was \$95,000. The additional funds would be used to complete any site finishing.

Heating and Cooling System Issues- Tufano did not complete any of the approved repairs.

Parking Lot- Beth brought the suggested additions to Abby Sealcoating, which they will re-quote. The library received two other businesses for quotes.

Records Retention- The library would be reviewing the records retention schedule policy and update as needed.

### **Friend's Report**

Ronnie McTiernan gave the Friends report. She reported that in September-October, the Bookshop sales and donations made \$813. The 414-mailing cost \$1,655. They continued to organize the Book and Soup Sale.

### **Committee Reports**

*Building Administration*- No report.

*Development*- Betsy Myers gave the report to the Board. She reported that the Business Partners Appeal will be sent out October 22<sup>nd</sup>, 2025.

Gala: She reported that the save the date for the Party at the Pavilion in 2026 will go out sooner.

The Annual Appeal letter will be sent out the week before Thanksgiving.

*Human Resources*- No report.

*Nominating*- No report.

*Outreach*- No report.

*Finance*- No report.

*414 Committee*- Steve Smith reported that callers were reaching out to patrons. Ronnie McTiernan reported that she used Google translate while reaching out to a patron.

The Board suggested strategies to connect with patrons and donors.

*Pavilion Committee*- No report.

### **Old Business**

Roof- Jay Elsoffer reported that the roof was finished. It did not leak during recent heavy rainstorms. Pat Placona asked the board to make the final payment. Steve Smith made a motion to pay the remaining \$40,000 to Jay Elsoffer. Meg Wormley seconded the motion, all voted in favor, motion passed.

### **New Business**

Mold Remediation- Bald Eagle Associates completed a mold assessment of the upstairs of the library. No toxic mold strains were found in the staff area, and the air quality was exceptionally good. The assessment was completed due to recent water damage to the interior office.

KPM was going to complete the remediation based on the recommendations from Bald Eagle Associates. Anything that touched water would be removed.

Meg Wormely asked if there were enough quotes. Steve Smith stated that there were two additional quotes.

Community Picnic- Steve Smith suggested that the library hold a community picnic before the Party at the Pavilion. Marilyn Gross suggested it in the Spring.

Betsy Myers made a motion to adjourn the meeting. Chris Atkins seconded the motion, and all were in favor. The meeting adjourned at 7:05 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  
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