

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
December 16th, 2025**

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

Absent: Joan Wallstein

Guests: Kim Hausner, 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 November 2025 minutes, and suggested edits were made via email prior to the meeting. Chris Atkins made a motion to approve the minutes. Marilyn Gross seconded the motion, all were in favor, motion carried.

Treasurer's Report

Meg Wormley gave the treasurer's report for November 2025. There were no questions about the report from the Board.

Income of \$9,982 was \$1,080 above budget, due to the Business Partners' appeal.

Expenses of \$32,403 were \$10,866 below budget. The expenses were under budget due to the insurance bills, received in November, being accrued to October. The 2025 audit payment of \$3,000 was made in November.

Meg reported that the success of the annual appeal will determine if the year-end income will be close to budget. The lack of experience with the agency fund at Berkshire Taconic resulted in an income budget for 2025 that was a little too high. The expenses for 2025 should be close to or under budget.

2026 Budget

The budget workshop was held on December 9th, 2025, at 5:30pm.

Overall expenses were up 8.6%. Payroll, which comprises about 58% of expenses, was up 8.6%. 2026 is expected to be about break even. Several key points:

1. The projected income was 11% higher than in 2025.
2. The generator project was finished, and the remaining funds (\$4,000) were to be used on final landscaping and fencing around the unit and tank.
3. The pavilion will be finished in 2026, with the remaining payment of \$25,000 due.
4. One geothermal pump (\$11,990) will be replaced.
5. Sheetrock and painting (\$13,010) in areas where the leaks happened were scheduled for 2026.

A motion to approve the 2026 budget was made by Steve Smith. Beth Gordon seconded the motion. All were in favor and motion carried.

A motion was made to approve the warrant report by Pat Placona. Ronnie McTiernan seconded the motion, and all trustees voted in favor. The motion carried.

Director's Report

Tammy Gaskell presented the director's report.

Bylaws

A motion to amend the Bylaws to change the number of Trustees from twelve to thirteen was made by Pat Placona. Meg Wormley seconded the motion. All were in favor and the motion carried.

Facility Plan

The library has been working on the Sustainable Libraries Initiative and was in the process of upgrading the Facility Plan to include more sustainable planning. Tammy suggested that the Building Committee reorganize to help develop a site management plan to include both the building and grounds.

Insurance

All policies were renewed with the Kneller Agency. The policies were to be updated to include the pavilion when it is finished in 2026.

Holidays

Christmas Eve and New Year's Eve fall on Wednesday. She asked if the library could close early at 5 pm. All trustees agreed that the library should close at 5pm on those holidays.

Friend's Report

Joyce Crow gave the Friends report. She gave a thank you to all who helped make the Soup, Books and Baked Sale event a success. The Friends made \$2,600 at the event.

The bank account balance was \$18,658.

Committee Reports

Building and Grounds Administration- Pat Placona reported that Beth Gordon would be chairing the committee. The Board discussed several people that might be good candidates to serve on the committee. The committee also discussed the cleanout of the basement.

Development- Betsy Myers gave the report to the Board. She reported that the Business Partners Appeal had received \$4,683. The Annual Appeal had received \$6,115.

The Party at the Pavilion planning continued. The committee continues to meet about logistics for 2026.

Human Resources – No report

Nominating-

Steve Smith made a motion to appoint Meg Wormley, Marian Dodds, Pat Placona, Steve Smith, and Barbara Barrantes to the Board of Trustee for a three-year term. Chris Atkins seconded the motion. All trustees voted in favor and the motion carried.

Ronnie McTiernan made a motion to appoint Eileen Ahern for a three-year term as a trustee. Betsy Myers seconded the motion. All trustees voted in favor and the motion carried.

Outreach- No report.

Finance- No report.

414 Committee- Steve Smith reported that the library will begin the process of directing a 414 vote in Ancram 2026. There was going to be a full proposition and discussion of this in January 2026.

Pavilion Committee- Pat Placona reported that the ceiling fans and solar panels will be installed in January 2026. Beth Gordon suggested the committee make a punch list to go over with the contractor before the final payment is made.

Advocacy Ambassador- No report

Old Business

Roof

The area of wetness on the west end behind the door still needs work. The contractor will be doing the drywall and taping as part of his contract.

Mold

The air testing came out okay. All moldy and damaged materials have been removed.

New Business

None.

Barbara Barrantes made a motion to adjourn the meeting. Marian Dodds seconded the motion, and all were in favor. The meeting adjourned at 6:52 pm.

Respectfully Submitted
Colleen Lutz, Secretary