

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
November 18st, 2025**

Present: Chris Atkins
Barbara Barrantes
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: 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 October 2025 minutes, and suggested edits were made via email prior to the meeting. Marilyn Gross made a motion to approve the minutes. Ronnie McTiernan 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 \$3,639 was \$8,263 below budget, due to timing.

Expenses of \$48,517 were \$3,947 above budget. The expenses were over budget due to having three paydays and the final portion of the audit (\$4,500) was received earlier than expected.

Berkshire Taconic Community Foundation Agency Fund

The third quarter report was received in early November. The quarterly income of the investment was \$47,486; the fees were \$2,555. During the quarter, \$510,000 was withdrawn to cover expenses for the generator (to be covered by the CREST grant), the roof, and the pavilion. As of September 30th, the value of the account was \$931,925. The realized income (\$1,737) and fees were accrued to September 2025.

2025 Year End Projection and 2026 Budget:

The draft budget was reviewed by the finance committee and submitted to the board. The 2025-year end income was projected to be \$479,904 which was approximately \$23,000 over budget. The 2025-year end expense was projected to be \$477,089 which was approximately \$5,000 under budget.

The net income was projected to be \$2,000, far lower than previous years.

In 2026, the budget was expected to be even with the increased tax levies approved by Copake and Hillsdale.

The MIT wage calculator calculated that the cost of living for a single person living in Columbia County was \$24.84/hour to support themselves. The HR committee made recommendations to the Board for hourly rates and year-end bonuses.

Various expenses, including the \$57,000 final payment of the pavilion, were expected in January of 2026.

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

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

Director's Report

Tammy Gaskell presented the director's report.

Records Retention:

Tammy shared the 2008 records retention policy, with proposed changes. The record retention schedule for most items was amended to six years, in alignment with the New York State Archives.

There were several things missing from the 2008 schedule that Tammy added in, including the NYS reports and director's reports. She reported that most items are also stored digitally and all other items are stored following the recommended guidelines. The storage space would not be an issue at this time.

Meg Wormley made a motion to accept the proposed changes to the 2008 Records Retention Policy. Pat Placona seconded the motion, all were in favor, motion carried.

Baker and Taylor Book Supplier:

As of December 2025, Baker and Taylor book vendors would cease operation. They provided books to many libraries in the US. Ingram would become the library's new book vendor, as there is an existing relationship with them. Tammy reported that processing time would potentially increase due to volume. Costs would potentially go up.

Web Accessibility Standards:

Kate was working on a project to update the accessibility of the Roe Jan Library website. Association libraries have until April 2027 to comply with the updated ADA compliance regulations.

Tammy reminded the trustees that annual training was due next month.

Pat Placona recommended that the Trustees make an effort to attend library events. She noted that Trustee attendance had been low.

Friend's Report

Joyce Crow gave the Friends report. She reported that in October-November, the Bookshop sales and donations made \$972. The bank account balance was \$13,993. One additional member joined the Friends.

They continued to organize the Book and Soup Sale. She reported that they needed people to help serve soup from 11:00 am to 2:00 pm on December 12th and 13th, 2025. Setup was planned for December 11th, 2025, 5:00 pm-7:30 pm. They would also need help on Saturday with cleanup from 1:30 pm-2:30 pm.

Joyce also reported that there were \$200 in donations in the upstairs book sales and donation box.

Committee Reports

Building Administration- No report.

Development- Betsy Myers gave the report to the Board. She reported that the Business Partners Appeal had received five partnerships to date. Last year, there were twenty-three partnerships.

The Party at the Pavilion planning continued. Tents still need to be secured. She cautioned that the costs for having the party at the pavilion could be higher due to the need to rent more items. Meg reminded the Board that the Town of Copake should be notified about the party.

The Annual Appeal letter was to be sent out that week. She reviewed the 2024 donors and found that there were twenty-four donors that donated \$1,000 or more. Pat was writing personal notes to them this year.

Human Resources - The committee met to discuss the 2026 salaries and year-end bonuses. The committee used the MIT wage calculator to determine the proposed salaries. Meg suggested that the Board discuss the salaries and proposed bonuses at the budget workshop, so that the checks could be cut with the payroll on December 12th, 2025.

Nominating- Marian Dodds presented the Board with the re-nominations of the following trustees for an additional term:

Meg Wormley, Marian Dodds, Pat Placona, Steve Smith, Barbara Barrantes

The nominating committee also presented Eileen Ahern for the nomination for a new term as a trustee. Marian distributed her resume. The vote for trustee positions was to be held at the December 2025 trustee meeting.

The following officers were nominated by the committee:

Pat Placona, president

Betsy Myers, vice president

Meg Wormley, treasurer

Marian Dodds, secretary

Marian confirmed that the bylaws were to be amended to allow for an additional trustee.

Barbara Barrantes made a motion to accept the list of nominations. Chris Atkins seconded the motion, all were in favor, motion carried.

Outreach- No report.

Finance- No report.

414 Committee- Steve Smith provided the Board with a review of the results of the vote. Copake and Hillsdale passed the 414, Ancram did not pass the 414. The library would review the timing for the next 414, especially in Ancram.

Steve would write a letter to the editor thanking the voters for approving the 414.

Pavilion Committee- The Board discussed the need for fans and painting the trusses of the pavilion at a cost of \$12,000. Steve Smith made a motion to spend \$12,000 on the installation of fans and painting of trusses. Joan Wallstein seconded the motion, all were in favor, motion carried.

Advocacy Ambassador- Joan Wallstein was nominated to be the ambassador for the Roe Jan Community Library. She reported that the training had not occurred yet, but it was planned for December 2025.

Old Business

Mold:

A new area of wetness was identified on the west end behind the door. Warren Temple Smith would be addressing the issue with the roofer J. Elsoffer.

The two front areas were in the process of being remediated.

Insurance:

Metz Wood had not submitted a quote. Kneller and Fingar were about the same. Erica Martinsen was reviewing the policies. At this time, it was determined that there was no real reason to change from the Kneller Agency. The policy would be amended to include the new pavilion.

New Business

None.

Chris Atkin made a motion to adjourn the meeting. Ronnie McTiernan seconded the motion, and all were in favor. The meeting adjourned at 6:59 pm.

Respectfully Submitted
Colleen Lutz, Secretary