

**Roeliff Jansen Community Library Draft
Board of Trustee Meeting Minutes
October 15th, 2024**

Present: Chris Atkins
Barbara Barrantes-Vice President
Marian Dodds
Beth Gordon
Marilyn Gross
Colleen Lutz- Secretary
Ronnie McTiernan
Betsy Myers
Steve Smith
Meg Wormley-Treasurer

Absent: Pat Placona-President, Joan Wallstein

Guests: Joyce Craw (Friends)

The meeting was called to order at 6:00 pm by Vice-President Barbara Barrantes.

Review and Approval of Minutes

Corrections to the September Board of Trustee minutes were proposed via email. Additionally, Meg Wormley asked if the statement Pat read at the beginning of the meeting was included in the minutes. Colleen Lutz indicated that the statement was included in the final DRAFT minutes. Chris Atkins made a motion to accept the minutes with amendments. Beth Gordon seconded the motion, and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

Income of \$4,144 was \$374 under budget.

Expenses of \$30,864 were \$1,191 under budget due to timing.

Meg went over the budget schedule:

Week of Oct: 21: Treasurer and Director review projected '24 and preliminary '25 numbers
Nov. 4: Budget numbers due from Development, Literature, and Music committees, etc.
Nov. 7: Director and Treasurer agree on initial budget
Week of Nov. 11: Finance committee meeting to review budget
Nov. 19: Initial budget presented at Board meeting
Week of Dec. 9 Board reviews initial budget (Date to be chosen at Oct. board meeting)
Dec. 17: Final budget presented at Board meeting for approval

The Board agreed on December 9th, 2024, at 5:30pm for a budget workshop.

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

Director's Report

Tammy Gaskell presented the director's report. The Board discussed the departure of Tia Maggio from the library. Her last day was scheduled to be October 26th, 2024.

Chris Atkins suggested that the board pass a resolution thanking her for her service. The board also discussed showing gratitude by giving her a year-end bonus.

Joyce Crow reported that she would be helping with the Head Start program in Tia's absence.

Policy and Guidelines and Amendments:

Medical Injuries and Emergency Guidelines- Barbara Barrantes made a motion to accept the proposed guidelines as amended. Betsy Myer seconded the motion, all were in favor, motion carried.

Solicitations, Petitions, and Leafletting Policy- The Board discussed the safest location to define where these activities could occur. It was decided that the grassy area east of the library, located behind the accessible car parking was the best place. Tammy noted that she would add this into the policy. Beth Gordon made a motion to accept the policy with the proposed amendments. Ronnie McTiernan seconded the motion, all were in favor, motion carried.

Tammy explained that the Strategic Plan had been transferred into a Google document so changes could be made in real time collectively.

The Board decided to position the new sign on the edge of the DOT right-of-way to avoid the need for a variance and approval from DOT.

The library received a bill from Sun Common in the amount of \$2,600 for the repair of the solar panels. Chris Atkins made a motion to pay the Sun Common bill. Steve Smith seconded the motion, all were in favor, and the motion carried.

Finally, Tammy reported that the library had received a \$5,000 grant to digitize the Microfilm and Newspaper collection.

Friend's Report

Joyce Crow reported that the Bookshop had made \$924 in September-October. She reported that the Friends account had approximately \$5,600.

She read a notice that she was planning to send out to advertise and ask for help with the Bake Sale on December 13th and 14th, 2024.

She reported that the libraries area in the basement still needed to be cleaned up.

Committee Reports

Building Administration- No report

Development- Betsy Myers reported that the Business Partners Appeal was updated with Ramona. The committee was writing personal notes to each business that received the appeal letter.

She also reported that this year's Annual Appeal will be in the format of a card. She suggested that the format should be different for each year.

The Development Committee will be meeting on the first Tuesday of the month at 10:30 am.

Human Resources- Steve Smith reported that Kate Shannon had received a \$1,000 scholarship to help her differ education costs.

Nominating- Marian reported that the committee had met on October 15th. Marian reported that Colleen, Ronnie, and Beth had terms that were expiring. The Nominating Committee would be putting forth the nomination of the renewal of the trustee terms of Ronnie McTiernan, Beth Gordon, and Colleen Lutz. All three trustees accepted the nomination.

Marian also reported that the Officer's terms were expiring. All four current officers were interested in continuing. The Nominating Committee would be putting forth the nomination of the following officers:

Pat Placona- President
Barbara Barrantes – Vice President
Meg Wormley- Treasurer
Colleen Lutz- Secretary

Outreach- No report.

Finance- No report.

Old Business

Steve Smith reported that the contract for the repair of the roof had been signed and deposit made. The roof contractor was beginning work on Thursday October 17th, 2024. The drainage work would be completed first.

New Business

None

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

Respectfully Submitted
Colleen Lutz, Secretary

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