

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
November 19th, 2024**

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

Absent: Marian Dodds

Guests: Joyce Craw (Friends)

The meeting was called to order at 6:15 pm by President Pat Placona.

Review and Approval of Minutes

Chris Atkins made a motion to accept the minutes. Steve Smith seconded the motion, and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

Income of \$14,295 was \$9,903 above budget. The library received a \$5,000 grant from the Hover Foundation and a \$2,000 unsolicited grant from the Scone Foundation.

Expenses of \$40,354 were \$7,486 above budget due to timing.

Meg reminded the Board that the initial review of the 2025 budget was scheduled for December 9th at 5:30pm.

Meg reported on the Berkshire Taconic Community Fund. There were no questions from the Board. She also presented the estimated 2024 year-end information as well as the draft 2025 budget that was submitted by the finance committee to the Board.

The insurance deductibles and coverage were discussed. At this time, no changes were made to the current insurance coverage at the library.

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

Director's Report

Tammy Gaskell presented the director's report. There were no questions from the Board.

The Employee Handbook was reviewed. Tammy indicated that the healthcare stipend should be amended to \$310 per month for full-time staff.

Marilyn Gross suggested that the introductory paragraph on page five should be flipped. It should read: "All new employees work on an introductory basis for the first six months after their date of hire. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The library uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Library may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice."

Beth Gordon made a motion to accept the changes to the Employee Handbook. Chris Atkins seconded the motion, all were in favor, motion carried.

The Foil policy was amended to note that if a FOIL request for an employee's records was received, the library was required to notify the employee of the release of the information. Meg Wormley made a motion to approve the policy as amended. Steve Smith seconded the motion, all were in favor, motion carried.

The library hours were discussed. The staff indicated that they were willing to try opening on Sunday 12-4 pm and Tuesday and Wednesday the library would be open until 8pm. The library would be closed on Tuesdays. Tammy said she would like to assess this for a minimum of six months to see if it is helpful to the patrons and feasible for the staff. The Board agreed and supported her in this change.

The 2025 holiday schedule was reviewed, and all twelve holidays were approved for the library to be closed. Beth Gordon made a motion to accept the holidays as proposed. Chris Atkins seconded the motion, all were in favor, motion carried.

Tia's position was posted, and applications had been received. Tammy reported that interviews would happen in early December, and she hoped to have the new employee start in January 2025.

Friend's Report

Joyce Crow reported that the Bookshop had made \$638.00 in October-November. There was \$105.00 in additional donations, therefore the total revenue was \$743.00. She reported that the Friends account balance was \$6,191.29.

The sign costs were \$3,625.

Due to the generous donations of nice children's books, the Friends will be meeting with the Taconic Hills librarian on November 19th, 2024, at the Bookshop so she could pick out books for the school library.

She reminded the Board that the Bake Sale and Soup Sale will be December 13th and 14th from 11:00 am to 2:00pm.

The Friends were working on making bylaws changes and having them reviewed by pro bono counsel. There will be a membership fee of \$15.00 per year.

Committee Reports

Building Administration- Pat Placona reported that the roof work continues. She also reported that she had received the final report about the berm as prepared by Tighe and Bond. She can share the report with anyone who requests it.

Development- Betsy Myers reported that the Business Partners Appeal was sent out and of the 66 letters, the committee received seven responses in the amount of \$5,000. She reported that most were 2024 partners, but a couple were lapsed partnerships.

She also reported that this year's Annual Appeal will be scheduled to go out in the week of the 25th of November. The committee will be meeting at the library on Friday and Saturday to write notes to patrons. Any help that members could give would be appreciated.

The gala committee will be meeting with Catamount on November 20th, 2024, to discuss the costs for the gala in 2025 and 2026. Costs for the venue will be going up however they were going to honor the 20% discount for the library.

Betsy reported that she had also spoke with Kelly from Berkshire Taconic Foundation about the planned giving program. Kelly had suggested a couple of things the library could do to enhance the possibility of attracting new donors. First, the website could be updated to improve access to the giving possibilities. Second, she reported that collecting the date of birth of donors would help target the audience most likely to set up planned giving. Third, the library could reinstitute the Sustainer and Flavia Bristol level of donor.

Human Resources- No report

Nominating- Ronnie McTiernan reported that the committee had met on October 15th. She reported that Colleen Lutz, Beth Gordon, and herself 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.

Ronnie 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.

414 Committee- Steve Smith reported that the committee had met and that they had decided to go for the 414 in all three towns in the 2025 election. The changes will be imposed on the 2026 tax bill, should it be approved. If it were not approved the rate would remain the same. The Strategic Plan was amended to state that the 414 would be completed at a minimum of every other year.

The required number of signatures on the petition is 25 people.

The goal of the 414 is to secure a minimum of 40% of the operating budget through tax revenue.

The next step will be to figure out the estimated cost per \$100,000 of assessed value in each town.

Old Business

None.

New Business

None.

Chris Atkins made a motion to adjourn the meeting. Barbara Barrantes seconded the motion, and all were in favor. The meeting adjourned at 7:10 pm.

Respectfully Submitted
Colleen Lutz, Secretary

