

**Roeliff Jansen Community Library
Board of Trustee Meeting Minutes
December 17th, 2024**

Present: Chris Atkins

Barbara Barrantes-Vice President
Marian Dodds
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: None

Guests: Joyce Craw (Friends)

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

Review and Approval of Minutes

Chris Atkins made a motion to accept the minutes with proposed corrections. Beth Gordon seconded the motion, and all present trustees voted in favor.

Treasurer's Report

Meg Wormley gave the treasurer's report.

Income of \$15,073 was \$5,330 above budget. The library received early appeal donations, a grant, and a contribution from the Friends.

Expenses of \$39,598 were \$8,248 below budget due to the budgeting of three payrolls when there were only two.

Without the bequest, the income for the year is \$415,575 which is \$34,166 below the budget. However, Annual Appeal donations in December might make it possible to exceed the \$449,741 budgeted income for 2024.

Meg stated that the income from the Berkshire Taconic Community Fund was corrected, as she had reported last month. This will change the year to date "other" income total.

2025 Budget

The 2025 budget was discussed by the Board. Meg noted that overall expenses were up about 7.6%. Payroll, which accounts for about 60% of the library expenses, was up about 10%.

The 2025 expenses were budgeted at \$456,760, and income is budgeted at \$26,326 less than the 2024 budget. There is a shortfall of about \$48,326 which will be withdrawn from the BTCF. This is about 3.78% of the current value of the fund and less than the threshold amount of 4% that BTCF recommends that can be withdrawn from the fund while still growing the value.

About \$300,000 was planned to be withdrawn from the account to build a pavilion. The library expects to recover about 50% of that cost by a state construction grant in 2026.

A motion to approve the 2025 budget was made by Chris Atkins and seconded by Barbara Barrantes. All trustees voted in favor. The motion carried.

A motion was made to approve the warrant report by Pat Placona. Chris Atkins 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 library hired Alexondra O'Connell to fill Tia's position as the youth/children's services and programming associate. Tammy reported that she was planning to start January 2nd, 2025.

Tammy reported that the Strategic Plan edits were circulated prior to the meeting. There were formatting changes to be made. Betsy Meyers made a motion to approve the Strategic Plan. Meg Wormley seconded the motion, all were in favor, motion carried.

The purchase of a generator was discussed. Tammy was planning to gather more information about the type and size of generator needed for the building.

Friend's Report

Joyce Crow reported that the December Baked Goods and Soup Sale made \$2,314. She thanked the bakers and Ronnie McTiernan for their help. She also thanked the businesses that supplied gift certificates and/or prizes for the raffles. In November, the Bookshop made \$1,157. She reported that the Friends account balance was \$6,238.29.

The Friends were able to pay for the rest of the sign.

The bylaws changes for the Friends group would be discussed at the next Friends meeting on December 18th, 2024.

Committee Reports

Building Administration- None.

Development- Betsy Myers reported that more Business Partners Appeal responses were received, and the amount was \$5,975 as of December 17th, 2024.

She also reported that the Annual Appeal had already received \$25,165 donations in December.

The Gala committee met with Catamount on November 20th, 2024. The 2025 Gala was scheduled for June 7th and the 2026 Gala would be July 11th, 2026. They decided to schedule the 2026 event in July because it was cheaper to rent the venue, plus it would not conflict with school graduations.

Betsy reported that the committee is considering naming the planned giving legacy donors the Charlotte Society in honor of Charlotte Shutts.

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 was putting forth all three Trustees, Ronnie McTiernan, Beth Gordon, and Colleen Lutz for renewal of their three-year terms.

A motion was made by Chris Atkins, to accept the renewal of the three-year terms for the following Trustees:

Beth Gordon

Colleen Lutz

Ronnie McTiernan

The motion was seconded by Barbara Barrantes, all were in favor, motion carried.

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

The officers will be voted on at the 2025 Organizational Meeting in January.

Outreach- No report.

Finance- No report.

414 Committee- No report.

Pavillion Committee: The committee decided that Warren Smith will be the consulting engineer. Designs will be made in preparation for the RFP.

Old Business

Another leak was detected in the roof membrane. Unfortunately, it was located about the electrical area and damaged the fire alarm system. Due to the statute of limitations, the library may have no recourse. The mold remediation and sheetrock may be covered under the insurance policy.

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 6:53 pm.

Respectfully Submitted
Colleen Lutz, Secretary