

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

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

**Absent:** Marian Dodds, Betsy Myers, Joan Wallstein

**Guests:** Joyce Craw (Friends), Celia Kahn (Friends Bookshop)

The organizational meeting was called to order at 6:00 pm by President Pat Placona. She handed off the meeting to Chris Atkins to perform the duties of the election of officers.

Chris Atkins read the list of offices and the individuals the nominating committee had selected.

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

He asked for additional nominations or objections. No objections were made. All officers were approved unanimously. Marian Dodds and Joan Wallstein voted in absentia.

Pat Placona retained control of the meeting. The president appointed the following committee chairs:

Finance Committee- Meg Wormley  
Development Committee- Betsy Myers  
Human Resources- Steve Smith  
Outreach Committee- Ronnie McTiernan  
Nominating Committee- Marian Dodds

Steve Smith made a motion to adjourn the organizational meeting. Marilyn Gross seconded the motion, all were in favor, motion carried.

**Review and Approval of Minutes**

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

### **Treasurer's Report**

Meg Wormley gave the treasurer's report. She reported that the year end review for the Berkshire Taconic Fund will be received by about February, so the numbers are draft for the fund.

Meg reviewed the draft year-end report and provided highlights and insights. She noted that the items that were overbudget were mostly things that were grant funded, except for the building repairs and maintenance.

Steve Smith asked when the mortgage was paid off. Meg reported that it was paid off in the summer of 2024.

Meg reported that the finance committee will meet to decide how the surplus funds will be managed. The maintenance and repair fund was discussed and the need to maintain a \$50,000 balance each year. She also reported that individual contributions were down, but the Gala had exceeded expectations.

Barbara Barrantes asked if outreach was planned on the Planned Giving and RMD programs. Meg said that the finance committee was working on that for 2025.

Income of \$67,143 was \$16,274 below budget due to timing, Business Partners being below budget and the income from BTCF not recorded.

Expenses of \$38,455 were \$4,521 below budget.

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

### **Director's Report**

Tammy Gaskell presented the director's report. Steve Smith reported that he noticed digital content was about 45%. He asked if this was an issue for the library and whether it was more expensive. Tammy reported that MHLS had reviewed the digital use of all the system libraries to see if the libraries were paying their fair share by usage. She reported that most libraries are paying close to their share, but a few were not.

Tammy explained the different digital platforms and the costs associated with each to the Board.

At the December meeting, the purchase of a generator was discussed. Tammy reported that she had received three quotes for various sizes of generators:

60 kw- 66,000

80 kw- \$97,000

130 kw- 98,000 but did not include the concrete pad the unit would need.

All three contractors reported that each size would cover the needs of the library.

Pat Placona suggested that Michael Pelagine (electrical consultant) look at the bids and the power needs of the library to determine what size generator would be best.

Tammy reported that the library was approved for funds from Michele Hinchey's office in the amount of \$98,000. This funding could help offset the costs of installing the generator.

Chris Atkins asked if there were other items or services the library was required to or should have as a warming and cooling center. Tammy and Colleen reported that they would investigate that.

Tammy reported that the roof was leaking again in a slightly different area. The roofer returned to patch the new leak. He reported that the new barrier would need to be installed when the temperature warmed up.

The Trustees reviewed the Leave Policy. Beth Gordon asked if Tammy and the Board were concerned if the time parameters were open ended for leave. Tammy reported that the length of the absence leave was determined by the director based on the needs and capacity of the library. She was not concerned. The holiday schedule was reviewed for 2025.

A motion to accept the Leave Policy was made by Beth Gordon and seconded by Meg Wormley, all were in favor, motion carried.

### **Friend's Report**

Celia Kahn spoke to the trustees about the Bookshop 2024 highlights. She reported that they had made about \$14,000 in revenue, \$11,600 from the Bookshop, and \$2,525 in donations. In 2024 they installed a new sign, new shelving (Jimmy Germain), and a new logo. Additionally, they started a staff pick list, and donated children's books to Taconic Hills PTO and library.

She reminded the trustees that they had an Instagram account with 446 followers and encouraged others to follow it.

Pat Placona asked if they had reached out to WMHT to see if they could do a special interest piece on the Bookshop. Celia said that might be a good thing to do.

Joyce Crow reported that bylaws changes for the Friends group were finalized at the Friends meeting on December 18<sup>th</sup>, 2024. There was a new membership fee and form that will be placed on the website for people to fill out and join the Friends group.

## **Committee Reports**

*Building Administration*- No report.

*Development*- Betsy Myers sent in the following report prior to the meeting. Colleen Lutz read the report to the Board.

Business Partners: As of 1/15, we have received \$6,233. We budgeted \$9,000. In the future, we need to discuss whether we are providing enough value to local businesses and if this program should change.

Annual Appeal: As of 1/15, we have received \$91,705. On track

Gala: Draft Save the Date card is done, and the final version will go to printer in early February for a mid-February mailing. The mailing list is being reviewed to take out lapsed donors. Gala Subcommittees are being set up.

414: At the last Development Committee meeting, Steve reviewed upcoming plans for 414. The Board needs to pass a resolution for a vote in 2025 and a tax cap override resolution.

*Human Resources*- No report

*Nominating*- No report

*Outreach*- No report.

*Finance*- No report.

*414 Committee*- Steve Smith reported that the 414 committee had met and pursuant to the recommendations of the newly adopted Strategic Plan, the committee has decided to suggest that a 414 referendum be submitted for all three towns in 2025.

Chris Atkins made a motion to approve the recommendation of the 414 committee that the Roeliff Jansen Community Library complete the requirements to bring a 414 referendum to all three chartered towns, Ancram, Copake, and Hillsdale in November 2025. Meg Wormely seconded the motion, all were in favor, motion carried.

Steve noted that the documentation and resolution for the tax cap override would be discussed at the February 2025 Board of Trustee meeting. He also suggested that the previous petition format be used with the amended dates.

*Pavillion Committee*- Pat Placona reported that Warren Temple Smith created and submitted a proposal to the library for his services for the pavilion. Pat went over the items in the quotes and reported that the fee would be \$10,150.

Steve Smith made a motion to accept the proposal of Warren Temple Smith in the amount of \$10,150 for his services during the design and construction of the pavilion. Beth Gordon seconded the motion, all were in favor, motion carried.

**Old Business**

None.

**New Business**

None.

Chris Atkins made a motion to adjourn the meeting. Meg Wormley seconded the motion, and all were in favor. The meeting adjourned at 7:04 pm.

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Respectfully Submitted  
Colleen Lutz, Secretary