

Roeliff Jansen Community Library Board of Trustees

Via Video-conference - Zoom
Tuesday, May 19, 2020 4:00pm

Present:

Pat Placona
John Cady
Meg Wormley
Len Barham
Barbara Barrantes
Ron Bixby
Marilyn Gross
Colleen Lutz
Paul Schlesinger
Steve Smith
John Thompson
Joan Wallstein
Joyce Lapenn
Jane Plasman
Ned Schneier
Tammy Gaskell
Shelly Matthews

Absent:

Marian Dodds
Mike Citrin

Review and approval of Minutes – April 21, 2020: Motion to approve made by Meg, Steve seconded, motion passed.

Treasurer's Report – Meg Wormley: Monthly Financial Report, RJCL Treasurer's Report (see reports); The closure is somewhat reflected in the report. We might have to return some grant money as we are not holding any concerts. Our electric bill was lower due to the closure. We are saving money on health insurance costs; Haylee is taken care of by being a resident of Massachusetts. Meg reviewed a 2020 budget projection report, including new income and new expenses. We are hopeful to do ok this year. Meg moved the Warrant Report be approved, John seconded, motion passed.

Director's Report - Tamara Gaskell: (see report);

- The Board must authorize changing the primary account holder on the credit card from Carol to Tammy. Paul made the motion, Ned seconded, approved.
- We were approved for Erate: about \$25 per month; we need to install filtering software to be in compliance with the Child Internet Protection Act. We need an internet policy; ours is from 2008. Tammy will revise the policy. Pat asked about the vendor for the software.
- We need a social media policy. A discussion ensued, particularly regarding free speech items. Pat made motion to approve the policy presented, Meg seconded, passed.

- Patron Code of Conduct must be updated; it now describes unacceptable behaviors. We will require patrons to wear masks when we reopen. Amendments to the Code were discussed and suggested, including to whom appeals should go. Joan made motion to approve the code as amended, John seconded, passed.
- Tammy asked if we should have a separate policy regarding the wearing of masks; the issue was discussed. We will develop a separate Covid policy for the next meeting.
- Discussed the phased reopening of the library; we do not yet know when it will begin; likely will be in Phase Two of the Capital Region; perhaps the next two or three weeks. The plan now is to limit staff to no more than two at a time. We discussed when to bring back volunteers, when to allow copying and faxing, and whether to have a telecommuting policy. The plan should be run by our insurance company. Tammy will check.
- Discussed the NYS Business Reopening Plan.

Friends' Report: Shelly Matthews: The Friends had a Zoom meeting; decided the book store cannot open until the library opens; discussed how to make money over the summer; may invite one dealer in at a time; may put books for sale outside; people may make appointments. Will meet again on June 8. Asked for suggestions for the bookshop. Friends volunteers had some concerns. Ron asked if the library's plans include the bookshop. Tammy suggested the Friends may need to do their own plans.

Committee Reports:

Acquisitions - Ned Schneier: no report

Art Committee - Ned Schneier: no report

Civic engagement - Ned Schneier: no report

Building Administration - Ron Bixby:

- Parking lot project and recharging station are moving ahead. Met with the contractors. The station project will start this week; a trench needs to be dug. Minor details need to be worked out. \$3800 is needed for the trench work. Needs to be done before the repaving. Meg moved that the board approve the expense, John Thompson seconded, passed. Steve moved that we used accumulated funds, Ned seconded, passed.
- Pat asked Tammy to write an article for the Hillsdale Newsletter and the Copake Copake Connection as well as social media informing community that we are repaving the parking lot and why. The public should know that the cost of the project is covered by a New York State Construction Aid Grant and a private donation. Ned Schneier will help with specifics regarding the original paving if that is part of the article.
- Revised facility plan: Motion to approve made by Joan, Ned seconded, passed.

Development - Joyce Lapenn:

- National Library Week appeal is about done; 112 gifts, over \$9000; we have 28 business partners, over \$6,000. We will continue the appeal.
- Barbara spoke about the "Ask" letter, i. e., in lieu of the Gala. It will go out very soon.

- Joan spoke about the '62 Buick auction; Copake Auction will do it.

Human Resources - Jane Plasman: no report

Nominating - John Thompson: no report

Discussion: New Business: none

Old Business - Follow-up Items - Len Barham: Succession plans due in June.
Pat asked for everyone's best thoughts on succession.

Pat thanked Tammy for her substantial work on all the policies.

Adjourn: motion made by Steve, Barbara seconded, motion passed.