

**Roeliff Jansen Community Library Board of Trustees**

*Via Video-conference - Zoom*

**Tuesday, September 15, 2020 4:00pm**

**Present:**

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

**Absent:**

Mike Citrin  
Paul Schlesinger

**Review and approval of Minutes - August 18, 2020:** After corrections, motion to approve made by Lenny, Joyce seconded, motion passed.

**Treasurer's Report - Meg Wormley:** Monthly Financial Report, RJCL Treasurer's Report (see reports): Income well above budget thanks to \$6,500 from sale of donated car, \$5,144 from sale of donated stock (both Gala contributions) and \$2,700 in Business Partnerships. Numbers will look good at end of the year. Budgeted expenses will be less than anticipated. September mortgage payment will be higher due to loss of NYSERDA coverage; budgeting process will begin in October. Meg moved to approve warrant report, Jane seconded, passed.

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

- Job search - youth services position: 18 applicants, strong pool, good degrees and experience; interviewing 4 people; hoping to make an offer by next week; all staff are participating.
- HVAC system - air filtration update: Ron found a consultant who recommended we go with MERV-13 filters, put fans on a timer, and use pressure gauges to alert to need to change filters; will apply to Berkshire Taconic for COVID-19 grant to cover expenses. Cost for HVAC system maintenance needs Board approval. Meg moved to approve, Steve seconded, approved.
- EV charging station update: up and running; hasn't been promoted yet; promotion needs NYSERDA approval; waiting for \$8,000 reimbursement from NYSERDA.

- Upcoming programs – the Great Giveback: Riverkeepers is partnering with libraries to clean waterways, a local 4H group will participate with the library; Oct 17; graphic novel workshop is Oct 1; poets & writers workshop Oct 21; Oct 10 kids paint pumpkins. National voter registration day is 9/22. Some board members have volunteered to staff the table.
- Flu shot clinic - Sept. 23 - 9-11 a.m. (registration required through Department of Health)
- Building updates: painting is done.

Traffic is still light but circulation is up to normal; a lot of childrens' books are being circulated.

**Friends' Report:** Shelly Matthews: the Friends Book Shop is not fully open for customer browsing and sales; under the modified opening safety plan, donations and any other visits are by appointment only; looking for other ways to raise funds; exploring increasing the number of books in the library for sale and adding more space in the library for Friends book carts; may have a Christmas raffle.

### **Committee Reports:**

**Building Administration** - Ron Bixby: dirt delivered; Joan is working on the sign for the path.

**Development** - Joyce Lapenn: still working on Business Partner program; working on year-end appeal. We are paying PayPal but we might be able to use other software.

**Human Resources** - Jane Plasman: Noted Tammy's work on filling the vacancy; discussing salary with Pat and Meg.

**Nominating** - John Thompson: Meeting on 9/17, will interview Chris Atkins; Marian and Richard Wolf will be on the nominating comm; Colleen will be Committee secretary; in November we will nominate Pat for Pres, Barbara for VP, Lenny for Secretary, and Meg for Treasurer; Marilyn, Joan and John Thompson will be nominated for new terms.

### **Discussion: New Business:**

- Pat asked if we could continue Zoom meetings (if allowed by law) when there is bad weather; Tammy pointed out that, as per Open Meetings Law, everyone's address would have to be published.
- Ned brought up connecting with the Rail Trail; Meg noted there had been a discussion years ago. Steve noted the DEC would have to be involved.

**Old Business** - Follow-up Items - Len Barham: none

**Adjourn:** motion made by Lenny, Meg seconded, motion passed.