

DRAFT

Roeliff Jansen Community Library Board of Trustees

Via Video-conference - Zoom

Tuesday, October 20, 2020 5:00pm

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
Joan Wallstein
Tammy Gaskell

Absent:

Mike Citrin
Paul Schlesinger
John Thompson
Shelly Matthews

Review and approval of Minutes - September 15, 2020: After corrections, motion to approve made by Lenny, Steve seconded, motion passed.

Treasurer's Report - Meg Wormley: Monthly Financial Report, RJCL Treasurer's Report (see reports): \$1,075 business partner contributions; program expenses were higher than budgeted for the month, but we are still below yearly; overall, loss for the month; interest went up as NYSERDA's contribution ended; we are expecting a new low rate on the mortgage; the accountants are finalizing the yearly review; moved to approve the warrants for Sept, Barbara seconded, approved.

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

- Traffic is slowly increasing; circulation is back to where it was in 2019; there are new patrons who are doing home schooling; there is a higher circulation of children's materials;
- Tia Maggio has been hired as children and youth librarian; starts first week of Nov, 30 hours per week;
- We had three outdoor concerts; we did pumpkin painting outdoors for 30 children; wrapping up a graphic novel writing series; starting a novel writing series; Tammy noted that the literature committee is not enamored of online programs;
- Sick time is required for all employees, even part-time; looking at revising our policy;
- The executive board approved opening up one-half hour more each day (we need to be open 35 hours a week) and we are allowing a few more people in the building to use their own devices; these changes required a vote of the whole; Lenny moved, Steve seconded, passed.

DRAFT

Friends' Report: Pat reported that the Friends are still receiving donations and letting people browse by appointment; making some money;

Committee Reports:

Building Administration - Tammy asked the building committee to think about a budget for next year. We are still waiting for repairs and upgrades from Stefano. Jane noted that there is still puddling during big rains. Ron pointed out that the outlet gets clogged; he has cleaned it. He will dig out a basin to help drain the water.

Development - Joyce Lapenn:

- Doing a year-end, annual, holiday letter to people who are already in our database and some new names; about 1,900; Joyce, Meg and Lauren Latelier have put the letter together; Joyce asked for new names;
- The Development Committee will meet on November 1, at 10:30, in there library, to write personal notes; Joyce invited the Trustees to write notes;
- Business partner directory is done, Joyce thanked Meg; asked Trustees to take some directories to share with other businesses; John C. asked for a copy of the directory to put on line;

Human Resources - Jane Plasman: sick leave policy should be streamlined and not complicated; Barbara suggested some items may be need to be added to meet compliance; Tammy noted that, because of covid, people have not been taking their time off; asked for a variance for the year; Jane noted we need some guidelines and should not take away anyone's vacation; Ned asked if we could get info by the next meeting so we can formally approve the changes;

Nominating - John Thompson: no report.

Discussion: New Business: Ned made note of art gifts people want to give us, including some works by Henry Sheck; discussion of what to do ensued; the art committee will make a recommendation to the Trustees; perhaps the art can be sold or auctioned by the library;

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

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