Roeliff Jansen Community Library Board of Trustees
Via Video-conference - Zoom
Tuesday, November 17, 2020 4:00pm

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

Absent:
Mike Citrin
Colleen Lutz
Paul Schlesinger
Ned Schneier

Review and approval of Minutes - October 20, 2020: After corrections, motion to approve made by Lenny, Barbara seconded, motion passed.

Treasurer’s Report - Meg Wormley: Monthly Financial Report, RJCL Treasurer’s Report (see reports): The PPP loan is forgiven; public funds for the library have been good; we may be looking for a new accounting firm as ours has increased its rates; Barbara suggested The Friends also move if library does; Jane suggested an accountant in Hillsdale; Meg will speak with several; we received $8,000 from NYSERDA for the charging station.
Reviewed Financial Statement; reviewed Draft Budget; we need to meet in early December regarding the budget; net income should be about $53K; 2021 may present fiscal problems due to the pandemic; Meeting on Mon, 12/7, 4pm; Meg moved to approve warrant, Pat seconded, motion carried.

Director’s Report - Tamara Gaskell: (see report); Tia started two weeks ago; smooth start as she has library experience; she is starting Saturday story times; program to make bird feeders; we will have Zoom Santa visits; we will give books to children during December; she is planning programs for teens for next year.
Regarding staff vacation time: Tammy and Fran have 15 days left to take; rule for carryover to next year needs to be amended; Jane proposed that all days be allowed to carryover and used by end of June; Meg seconded, motion carried; Tammy will be president of Columbia County Library Association beginning in Jan; will work closely with Rebekkah;
**Friends’ Report**: Shelly Matthews: Has received many emails for book donations; Bookshop made $1,118 in the month of October; everything is by appointment through Shelly.

**Committee Reports:**

**Building Administration** - no report

**Development** - Joyce Lapenn: Development Committee worked hard on the notes for the annual appeal; holiday / annual appeal letter went out.

**Human Resources** - Jane Plasman: library leave policy - NYS law says we must supply paid leave; now all employees, regardless of hours, must get leave; Leah and Ramona will now receive one hour for every 30 hours worked, up to 40 hours that can be used in any calendar year; Jane moved to adopt the policy effective October 1, 2020, Joan seconded, motion carried.

**Nominating** - John Thompson: Nominating committee recommends the board nominate Pat for President, Barbara for VP, Lenny for secretary, and Meg for treasurer; Joan, John Thompson and Marilyn are recommended for new terms; Chris Atkins is recommended as a new board member; Paul is leaving the board; Marian Dodds and Richard Wolf are new nominating committee members, Colleen is secretary; Jeanne Mettler has rotated off; we will vote on new nominations at the December meeting; we will vote on the officers in January. Pat thanked Paul for his service.

**Discussion**: **New Business**: none

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

**Adjourn**: motion made by Joan, Jane seconded, motion passed.