

**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.