

**Roeliff Jansen Community Library Board of Trustees**

*Via Video-conference - Zoom*

**Tuesday, December 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  
Steve Smith  
John Thompson  
Joan Wallstein  
Tammy Gaskell  
Shelly Matthews

**Absent:**

Mike Citrin  
Paul Schlesinger  
Ned Schneier

**Review and approval of Minutes** - November 17, 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):

- Very strong income from the Annual Appeal; \$1,230 in public funds came in; we received 85% of projected program donations this year; total income exceeds what we budgeted for the year; \$7,000 for insurance and accountant's bill came in.
- We are receiving \$2,500 from Berkshire-Taconic for early literacy for next year's budget.
- \$2,500 grant received for COVID improvements received this year will be spent in 2021; \$74,743 projected income for this year; expenses increasing for next year due to higher salaries and COVID-related expenses.
- Meg moved to approve budget but allow Treasurer and Director to make changes necessary; Marilyn seconded; approved.
- We may change banks for our mortgage; finance committee will make a recommendation to the Board; Salisbury Bank vs Bank of Greene Count; \$37,000 in payments if we stay with B of GC.
- Meg moved that we approve capital budget for 2021 based on which bank we go with for the mortgage; Steve seconded.
- Meg moved that we approve warrant report; Joan seconded, approved.

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

- 2021 paid holidays: Tammy proposed that the paid holidays for Easter and Fourth of July, which fall on Sundays when we are closed, be moved; the Fourth to the fifth of July and make New Year's Eve a paid holiday; John Cady made motion to approve, Steve seconded, approved
- Revised Internet Policy: See policy: Barbara moved to approve, Joyce seconded, approved.
- Health emergency plan: See plan: Steve moved to approve, Pat seconded, approved.
- We received early literacy grant; Columbia Land Conservancy gave grant for backpacks for children to check out; 35 kids visited Santa virtually; bird feeder program this weekend;

**Friends 'Report:** Shelly Matthews: made \$1,150 and many donations of books; hope to have outside sales in late spring

**Committee Reports:**

**Building Administration - Ron:**

- A mixture of sand and salt is used on our driveway; 100% sand is not recommended.
- As per Tammy, we are still waiting on Tufano's work; Floods hasn't cleaned out the septic system; electrician is expected before the end of the year to fix lights.

**Development - Joyce Lapenn:**

- As of 12/15, we have 230 gifts, \$43,500; (last year thru 2/21, we had 267 gifts, & \$58,568); more gifts are expected, we will easily get to \$50,000;
- Marilyn and Chris will be a great team; we have more new donors than ever; PayPal has been very helpful in our efforts.
- Millerton News will do a story about our Annual Appeal.

**Human Resources - Jane Plasman:** Bonuses: keep the same as last year: Tammy, \$1500; Fran, \$550; Robin \$300; Jessica, \$300; Tia 100; Ramona and Leah, \$125 each. These amounts were grossed up so the employee nets the bonus amount after taxes. Moved that we approve, Marilyn seconded, approved.

**Nominating - John Thompson:** Vote on Marilyn, Joan, Chris and John Thompson, 3 yrs, and 1 yr for Mike; Barbara moved to accept the recommendations, Marian seconded, approved  
Election of Trustees vote on officers in January.

**Discussion: New Business:** 5-year plan to be discussed in January; teams will get together again;

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

Pat thanked the Board for another successful year. She particularly complimented Tammy and her staff. We could not have gotten through this year without them. Tammy noted that we are working better together than ever.

**Adjourn:** motion made by Joyce, Jane seconded, motion approved.