Round Lake Library Board of Trustees Meeting
March 11, 2014
Round Lake Village Hall – Community Room
Draft

Trustees Present: Nancy Theissen, Lance Spallholz, Alyse Peterson, Deb Albrecht, Jean Sweet, Danielle Rigney, Heidi Parker
Associate Trustees Present: Angela DeMeritt, Ann Watson
Absent: None
Excused: Bill Ryan, Craig Warner
Director: Jennifer Hurd
Public: None
Presenters: Brian Guarneri
Quorum Present.

Call to Order
The meeting was called to order by Nancy Theissen at 7:00pm.

Minutes
Nancy Theissen presented minutes from the 2/11/14 Board of Trustees Meeting. A motion to approve these minutes was made by Deb Albrecht, seconded by Lance Spallholz, and approved unanimously.

Financial Documents and Library Statistics
Monthly reports for the library budget, profit & loss, balance sheet and library statistics were reviewed by the trustees (copies attached). Brian Guarneri (Library Bookkeeper) was present to answer financial questions. The Board asked for clarification on a number of line items. Lance Spallholz made a motion to approve the financial documents, seconded by Angela DeMeritt, which was unanimously approved.

Director’s Report:

Joint Automation Project Agreement
This agreement covers the SALS/Round Lake Library IT support. Nancy Theissen explained that this is the same document the Library has signed in the past. A motion authorizing Nancy Theissen to sign the document on behalf of the Library was made by Alyse Peterson, seconded by Deb Albrecht, and approved unanimously.
Library Policy Review
- Jennifer Hurd presented the current Library policy documents, along with suggested changes. (Several sections – Disaster Planning and Collection/Development – were not included at this time. These will be discussed at the next Board meeting, along with the Employee Handbook.)
- The Board noted that the “Long-Range Plan” had not been updated since 2004 and was in need of extensive review. Nancy Theissen encouraged Board members to examine all Library policies and come to next meeting with changes/additions.
- It was suggested that Jennifer run the Harassment/Intimidation and Sexual Harassment Policy by the staff for their input. Jennifer said she would do that at next staff meeting.

Adjournment
Lance Spallholz made a motion to adjourn at 8:04pm, which was approved unanimously.

The next Board of Trustees meeting is scheduled for Tuesday, April 8, 2014.