

## **Round Lake Library Board of Trustees Meeting**

**December 13, 2016**

**Round Lake Library**

**Trustees Present:** Nancy Theissen, Lance Spallholz, Deb Albrecht, Jean Sweet, Rachel Ziegler Sheridan, Courtney Max, Lydia Hoffman, Paul Block

**Associate Trustees Present:** Steve Ames, Angela DeMeritt

**Absent:** None

**Public:** None

**Quorum Present**

The meeting was called to order by Nancy Theissen at 7:01pm.

**Minutes:** The minutes for the November trustees' meeting were reviewed. A motion to approve the minutes of the 11/8/16 meeting was made by Lance Spallholz and seconded by Rachel Ziegler Sheridan. The minutes were unanimously approved, with an abstention by Paul Block, who was absent from the November meeting.

**Directors Report:** The attached director's report was discussed. Highlights include: - Thanks to the Board of Trustees and volunteers who worked to inform voters of the need for an increase in library funding; the 414 vote passed by 2/3 majority. -The "Food for Fines" program which ran from Nov 16 - Nov 23, collecting 199 nonperishable food items or the Malta Community Center Food Pantry.

**Library Statistics:** Monthly reports for the library statistics were reviewed. Copies attached.

**Budget/Quarterly Reports/Warrants:** The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for November of 2016. A motion to approve the financial documents through November 2016 was made by Deb Albrecht, seconded by Paul block, and unanimously approved.

**Financial Officer Position:** The need for a new WRLIS Financial Officer was further discussed. A potential candidate has been approached, and WRLIS will vote on the resolution to allow for appointment of a candidate by the Board of Trustees at the annual WRLIS meeting, held in January of 2017.

**Photo Copiers for Library Buildings:** A potential new contract for provision and service of copy machines for both libraries was discussed. A motion was made by Deb Albrecht that, if the contract need not be submitted for bid, to move forward with the proposed photocopier service contract (copy attached). Motion was seconded by Paul Block, and unanimously approved.

**Donation and Allocation of Grant Funds:** Discussion was made regarding some library necessities in need of replacement. Namely: 1. Use of budgetary funds allocated for office furniture to purchase two new office chairs, needed in the Clark House building. 2. The need for a new book return box at Clark House, and the generous donation of \$500 by a patron, allocated for that specific purpose. A motion was made by Paul Block to authorize an expenditure of up to \$3000 for the purchase of a new book return, needed at Clark House. The motion was seconded by Deb Albrecht, and unanimously approved. 3. A motion was made by Lance Spallholz to authorize an expenditure of up to \$1200 to replace electronic door counters, needed at both library branches. The motion was seconded by Angela DeMeritt, and unanimously approved.

**Director Evaluation:** A motion to enter executive session for the purpose of discussing the evaluation of the library director was made by Nancy Theissen and seconded by Paul Block. Motion was made to end executive session by Deb Albrecht, and seconded by Paul Block.

**Motion to Adjourn** was made by Deb Albrecht at 7:59pm.