**Round Lake Library Board of Trustees Meeting**

**November 11, 2014**

**Round Lake Library, Malta Branch**

**Trustees Present:** Nancy Theissen, Alyse Peterson, Bill Ryan, Deb Albrecht, Lance Spallholz, Jean Sweet, Heidi Parker

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

**Absent:** Danielle Rigney

**Excused:**

**Director:** Jennifer Hurd

**Public:** none

**Presenters:** none

**Quorum Present.**

**Call to Order**

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

**Formal Introduction of Steve Ames**

Nancy Theissen formally introduced new Associate Trustee Steve Ames and shared his contact information: [steveames@nycap.rr.com](mailto:steveames@nycap.rr.com) and 518-250-3488.

**Minutes**

Nancy Theissen presented minutes from the 10/14/14 Board of Trustees Meeting. A motion to approve the minutes was made by Bill Ryan, seconded by Lance Spallholz. The motion was approved, with Craig Warner abstaining.

**Directors’ Report**

Jennifer Hurd presented her report.

**2015 Holiday Closing List**

Jennifer Hurd presented the list of holiday hours for 2015. Deb Albrecht made a motion to approve the list, which was seconded by Jean Sweet. Approved unanimously.

**Food for Fines Event**

Jennifer Hurd presented a fundraising/goodwill gesture of “Food for Fines”. Over one specific week, patrons returning an overdue item would have $1. taken off their fines, up to a $10. maximum (for ten items). A donation would then go to the Malta Community Center food pantry or other local food pantry. Deb Albrecht suggested that the dates be rotated yearly so that patrons don’t hold their overdue items in anticipation.

**Library Statistics**

The Board reviewed the library statistics (copies attached).

**Financial Documents**

The Board reviewed monthly reports for the library budget, profit & loss, and balance sheet (copies attached). Heidi Parker motioned to approve the financial documents, seconded by Angela DeMeritt. The motion was unanimously approved.

**Discussion of Bequest**

The Board discussed how to handle the generous bequest to the library from Jean Sherman’s estate. Lance Spallholz broached the idea of an organized bequest/financial planning/endowment procedure for fundraising purposes. Lance also suggested that contributions be placed in a special fund (for memorials, gifts), where the capital would remain untouched and only a percentage of the interest would be spent. He hoped we could have a procedure and program in place by April, which is National Library Month.

**Charter/Service Area Review**

Alyse Peterson discussed the details of the yearly SALS Statistical Summary, WRLIS’s charter with New York State, and the Saratoga County Public Library Service Area map.

**• SALS Statistical Summary:** This yearly report, generated by SALS, includes information about the SALS system and how our library compares to others.

**• WRLIS’s New York State Charter:** Alyse provided copies of current and past charters and briefly described the amendment changes. Past charters are from 1900 (first charter), 1976 (expanded to all of Malta), and 2009.

**• Saratoga County Public Library Service Areas map:**

Alyse explained the differences between library chartered service areas and library funding boundaries.  She noted several areas of overlap in service or funding in Malta and that the Board should be aware of this when interacting with the public.

**Other Business**

None.

**Adjournment**

Bill Ryan moved to adjourn the meeting at 8:09pm.

The next Board of Trustees meeting is scheduled for Tuesday, Dec. 9, 2014.