**Round Lake Library Board of Trustees Meeting**

**June 10, 2014**

**Round Lake Village Hall – Community Room**

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

**Associate Trustees Present:** Angela DeMeritt, Ann Watson, Craig Warner

**Absent:** None

**Excused:** Danielle Rigney, Jennifer Hurd (Library Director)

**Public:** Mary Jo Lanahan

**Presenters:** Adirondack Trust representatives, Dom Delorio

**Quorum Present.**

**Call to Order**

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

**Presentation by Adirondack Trust**

Representatives from Adirondack Trust presented an overview of WRLIS investments. Discussion followed. Bill Ryan made a motion to continue the relationship with Adirondack Trust to manage WRLIS’s investment portfolio, which was seconded by Heidi Parker. The motion passed with six ayes and Lance Spallholz abstaining. There was also agreement that Adirondack Trust should present the financial portfolio status once per year.

Dom Delorio gave an brief explanation of the WRLIS trusts and funds:

• Fannie Rowe Trust. Given to WRLIS in the name of Fanny Rowe.

• Summer Institute Trust (now an endowment). When this organization folded, it gave its remaining money to WRLIS with the condition that it be used to support the library. The Summer Inst. Trust and Fanny Rowe Trust now have yearly automatic disbursements which go directly into the WRLIS account.

• Northrup Fund is limited to Victoriana purchases for the Clark House collection. The fund does not require automatic disbursement. The librarian uses those funds as needed.

**Minutes**

Nancy Theissen presented minutes from the 5/13/14 Board of Trustees Meeting.

A motion to approve these minutes was made by Deb Albrecht, seconded by Lance Spallholz and approved (Angela DeWitt, Craig Warner, and Ann Watson abstained).

**Library Email Address**

The new Trustee email for business communications is [rlibraryny@gmail.com](mailto:rlibraryny@gmail.com) Nancy Theissen and Deb Albrecht will retain the password.

**SALS Dinner**

Nancy Theissen, Bill Ryan, Lance Spallholz attended the dinner.

**Ongoing Website Design Issues**

The website needs a new design, because the old design is no longer supported by WordPress. A library employee has offered to help rework the website as a college internship project. Expects to be finished with it by the end of the month.

**Financial Documents**

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

**Director’s Report:**

In Jennifer Hurd’s absence, Nancy Theissen read the Director’s Report aloud (copy attached).

**Library Statistics**

The Board reviewed the library statistics (copies attached).

**Library Mission Statement**

Nancy read a compilation of Mission Statement additions, and asked if we should move forward on it. Bill Ryan motioned that we approve the Mission Statement as Nancy read it. Ann Watson seconded, unanimously approved. The Mission Statement therefore reads as follows:

*“The Mission of the Round Lake Library is to provide quality services and resources, preserve a link to our local history, and function as a contributing partner with the Southern Adirondack Library System in order to meet the needs of our ever-changing community.”*

**Employee Handbook Discussion**

The Board agreed to discuss revisions to the Employee Handbook until next meeting.

Lance Spallholz moved to adjourn the meeting, Craig Warner seconded, and it was unanimously approved. The meeting was adjourned at 8:15pm.

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