**Round Lake Library Board of Trustees Meeting**

**September 9, 2014**

**Round Lake Library, Malta Branch**

**Trustees Present:** Nancy Theissen, Alyse Peterson, Deb Albrecht,

Bill Ryan, Heidi Parker

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

**Absent:** none

**Excused:** Danielle Rigney, Lance Spallholz, Alyse Peterson, Jean Sweet

**Director:** Jennifer Hurd

**Public:** Diane Shapiro

**Presenters:** Dave Meager

**Quorum Present.**

**Call to Order**

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

**Review of Adirondack Trust Insurance Policies**

Dave Meager, our sales representative from Adirondack Trust Insurance, presented a summary of insurance for the Woman’s Round Lake Improvement Society and the library.

**Book Sale**

Diane Shapiro led the August 10-11, 2014 Book Sale. Profits were approx. $3,000., minus some advertising funds. Diane expressed the hope that Trustees would donate a few hours of their time to future book sales, answering patron’s questions about the library and sorting books.

**Minutes**

Nancy Theissen presented minutes from the 8/12/14 Board of Trustees Meeting. A motion to approve the minutes was made by Bill Ryan, seconded by Craig Warner, and approved.

**Special Budget Approval Meeting Minutes**

A special meeting was held on August 19, 2014, for the purpose of approving the finalized 2015 Library Budget. Nancy Theissen presented the minutes from this meeting. A motion to approve the minutes was made by Bill Ryan, seconded by Craig Warner, and approved.

**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 Nancy Theissen, and the motion was unanimously approved.

**Directors’ Report**

Jennifer Hurd presented her report.

**Library Statistics**

The Board reviewed the library statistics (copies attached).

**Budget Approval**

The 2015 Budget was approved in the Special Budget Approval Meeting (see minutes above).

**Conflict of Interest and Whistleblower Policies**

Bill Ryan motioned to accept the Conflict of Interest Policy as amended (without requiring signatures) and to include the policy as part of the Employee Handbook, which all employees are required to read and sign. Trustees will receive a copy of the policy at the beginning of their term. This motion was seconded by Craig Warner, and unanimously approved.

Nancy Theissen made a motion to approve the amended Whistleblower Policy; Deb Albrecht seconded, and it was unanimously approved.

**Other Business**

None.

**Adjournment**

Nancy Theissen moved to adjourn the meeting at 8:33pm.

The next Board of Trustees meeting is scheduled for Tuesday, October 14, 2014.