

**Round Lake Library Board of Trustees Meeting
October 13, 2015
Round Lake Library**

Trustees Present: Bill Ryan, Nancy Theissen, Paul Block, Deb Albrecht, Lydia Hoffman, Lance Spallholz, Jean Sweet

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

Absent: Danielle Rigney

Director: Jennifer Hurd

Public: None

Quorum Present

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

Minutes: A motion to approve the minutes of the 9/8/2015 meeting was made by Bill Ryan, seconded by Deb Abrecht, and unanimously approved.

Correspondence: It was suggested that a card be sent to Senator Farley to thank him for his role in securing a grant for the library; Jean Sweet volunteered to write the card.

Directors Report: Jennifer Hurd presented the attached director's report. Highlights include:
-Success of the library's table at Malta Community Day, including the submission of a scarecrow for the annual contest that placed 3rd.
-Thanks to Diane Shapiro for volunteering her time to another successful Garden Club children's program

Holiday Closings for 2016: A schedule of holiday closings was provided by Jennifer Hurd (copy attached). Motion to approve the schedule for the upcoming year was made by Deb Albrecht, seconded by Craig Warner, and unanimously approved.

Material loan of children's holiday collection: It was proposed (copy of proposal attached) by Jennifer Hurd that the loan period for children's holiday materials be changed to a one week loan, with option for one renewal. It is hoped that the revised loan period will allow more patrons access to holiday items by increasing availability. Bill Ryan made a motion to approve the proposal, second made by Paul Block, and to motion was unanimously approved.

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

Budget: The Board reviewed the September of 2015 monthly reports for the library budget; profit/loss and balance sheet (copies attached). A motion was made to approve the financial documents through September 30, 2015 by Craig Warner, seconded by Angela DeMeritt and unanimously approved.

Great Escape Ticket Fundraiser: The reduced ticket sales for the Great Escape fundraiser during 2015 were discussed, as were possible reasons for lower sales (copy of letter attached). These included difficulty in applying a promotional code to online ticket purchase, as well as an unforeseen complication for smartphone users making online purchase. Ability to anticipate these potential issues for the 2016 fundraiser will allow for resolution of said problems. A thank

you card will be sent to Alyse Peterson for her work in the success of this fundraiser which, despite problems, raised a total of \$865 for the library.

Subcommittees: Bill Ryan, with the help of Jennifer Hurd, continues to draft an emergency evacuation plan for the library, to be presented later.

Paul Block and Jean Sweet are working to develop a policy regarding vacation time for the library director, which was discussed in some detail by the board. A final policy will be drawn up and reviewed at a future meeting.

Nancy Theissen and Lydia Hoffman continue to draft a policy for evaluation of the library director. An official description of the position of library director was also newly drawn up to better facilitate the evaluation process. A preliminary evaluation form was discussed, with a final to be presented later.

414 Resolution: Nancy Theissen suggested the board extend an invitation to Alyse Peterson for the next meeting to discuss her experience with and suggestions for a possible 414 proposition campaign to increase library funding.

Meeting was adjourned at 7:54 pm, motion made by Deb Albrecht, seconded by Paul Block, and unanimously approved.