

Round Lake Library Board of Trustees Meeting

February 13, 2017

Round Lake Community Room

Trustees Present: Nancy Theissen, Lance Spallholz, Diane Marchand, Lydia Hoffman, Courtney Max, Jeanne Sweet, Rachel Ziegler-Sheridan

Associate Trustees Present: Angela DeMeritt, Steve Ames

Absent: Dan Curtis

Excused: Lorrie Anthony

Director: Jennifer Hurd

Public: None

Meeting Dates: Jan 10, Feb 14 (SALS report), Mar 14, Apr 11, May 9, Jun 13 (budget subcommittee), Jul 11, Aug 8 (approve budget), Sep 12, Oct 10, Nov 14, Dec 12

Quorum present

The meeting was called to order by Nancy Theissen at 7:06pm.

Minutes: The minutes for the January trustees' meeting were reviewed. A motion to approve the minutes of the 1/9/18 meeting was made by Jeanne Sweet and seconded by Lydia Hoffman. The minutes were unanimously approved, with abstentions by Angela DeMeritt, Rachel Ziegler-Sheridan, and Courtney Max, who were absent from the last meeting.

Directors Report: The attached* director's report for January was discussed. Highlights include: -Well-attended programs during the course of the month. -Welcoming Jennifer Finkle and Marybeth Max to the senior staff team during a senior staff meeting where items such as the status of Clark House, daily cash procedures, and DVD collection and storage were discussed. -Inventory is nearly complete for the collection at the Malta Branch. -New carpeting for Malta has arrived and installation is pending while installation of new electrical outlets is discussed.

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 January of 2018. A motion

to approve the financial documents through January 2018 was made by Diane Marchand, seconded by Rachel Ziegler-Sheridan, and unanimously approved.

Annual Report: The Board reviewed the library's annual report, with note made of the 4,226 new items added to the library's collection, a total program attendance of 5,650 patrons, and 507 program sessions for the 2017 year. A motion to approve the annual report for 2017 was made by Nancy Theissen, seconded by Lance Spallholz, and passed with unanimous approval.

E-Reader Lending Policy: A draft of the lending policy pertaining to the 4 new e-reader devices now owned by the library (2 Kindle Fire, and 2 Kindle Paperwhite—one of each will be housed at each branch) was reviewed. It was agreed that minor proofreading edits were required, though the content is sound.

Town of Malta Newsletter: Included in a submission by the library board to the Town of Malta semi-annual newsletter will be mention of the new e-readers available to patrons.

Electrical Updates—Malta Branch: It has been proposed that electrical outlets be placed at strategic locations within the floor at the Malta Branch, to better facilitate convenience and safety of use of electronic devices by library patrons. Four new outlets, which include USB ports, will be placed within the concrete floor of the branch, as well as a new wall outlet. Steve Ristau of Auselect, the electrician on contract with the Town of Malta, provided a quote for the work, as well as a timeline for completion, that was reviewed by the Board. It was noted that the quote had an error; Steve Ristau was called during the meeting to clarify, and agreed to provide a corrected quote for the work. Diane Marchand made motion to approve the contract using the Town of Malta's electrician, pending the correction to the scope of work outlined in said contract. Second was made by Nancy Theissen, and motion was passed with unanimous approval.

Clark House Updates and Plans: Plans to repair structural deficits to the foundational structure of Clark House have been made and a temporary closure planned for the week of March 26th - 30th, as deemed necessary by Adirondack Basement, who will be performing the work. During this time, Director Jennifer Hurd has ensured that no overdue fees will accrue for items checked out at the Clark House branch during the period of closure, though all patrons may make use of the Malta Branch during that time. Likewise, library staff may choose to continue duties at the Malta Branch or take time off while repairs to Clark House are made. In the interim planning and execution of

improvements to the interior of the building continue, including painting, carpeting, furniture to enable a more efficient use of the space, and investigating grants available to help fund repairs to the building.

Malta Sign Update: The new locational sign for the library, to hang below the sign for the Malta Community Center, is nearly complete and will be installed soon.

Accountant Search: Candidates to provide accounting services for the library continue to be reviewed.

Long Term Goals/Strategic Plan: Investigation into Long-Term Strategic Planning, required by the library to maintain minimum services will be developed by a group that will include Board President, Nancy Theissen and Library Director, Jennifer Hurd, (as well as other Board members TBD) in conjunction with Erica Freudenberger, Outreach Consultant for the Southern Adirondack Library System.

Adjournment: A motion to adjourn was made by Lydia Hoffman at 8:33pm.

**** above are to indicate that copies are available for viewing at each of the library branches***