

**Round Lake Library Board of Trustees Meeting
September 12, 2017 - 7pm
Round Lake Village Community Room**

Trustees Present: Nancy Theissen, Lance Spallholz, Jean Sweet, Courtney Max, Diane Marchand, Dan Curtis, Lydia Hoffman

Associate Trustees Present: Steve Ames,

Absent:

Excused: Angela DeMeritt, Rachel Ziegler-Sheridan

Director: Jennifer Hurd

Public:

Presenter: Sara Dallas, Director of SALS

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 (review terms of office)

Quorum present

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

Sara Dallas - Director of SALS

Sara Dallas made her annual visit and addressed the following topics:

Security Workshop, SALS' Plan of Service, Code of Ethics of the American Library Association, grants, digital content, webinars, workshops and new SALS employees. **(full report attached)**

Minutes

Lance Spallholz reminded us that all the dates of upcoming monthly meetings need to be listed on minutes and that we should include reviewing the terms of office at the end of the calendar year. A motion to approve the minutes of the 7/11/17 Board of Trustees Meeting was made by Diane Marchand, seconded by Lance Spallholz and approved with 1 abstention. **(attached)**

Directors Report

Jennifer Hurd presented the director's report. Highlights include the following:

Summer reading program ended with 189 children and teens participating.

Over 100 programs were offered with over 1,100 participating.

The annual book sale was held during Markets at Round Lake and netted \$3,728. A thank you was extended to Diane Shapiro for all her outstanding work during the last several years.

Thank you also to Carrie Woerner for being a guest reader at 2 story times during the month of August.

(full report attached)

Library Statistics

Monthly reports for the library statistics were reviewed. **(attached)**

Budget/Monthly Reports/Warrants

The Board reviewed monthly reports for August 2017 which include the library budget, profit & loss, balance sheet and warrants. **(attached)**. A motion was made by Jean Sweet to approve the financial documents, seconded by Lydia Hoffman and unanimously approved.

Nelson Beebe Report

Nancy Theissen and Diane Marchand met with Nelson Beebe to review his annual audit of the library. He found that "the records overall were in good order and the individuals involved

appear to have exercised care and responsibility in their performance of the bookkeeping function.”

His suggestions were to be sure that the quarterly statements for the newly established “Honor and Remembrance Endowment Fund” be given to Brian Guarneri as bookkeeper. He also recommended that the fund balance be posted to the Profit & Loss accounts and provided Brian a specific example of how to do this journal entry.

Library Calendar Change

Because of the staff participation in the Safety and Security Workshop and also the need for a full staff meeting, a motion was made by Nancy Theissen to amend the library closing dates to include October 27, 2017 for the workshop and staff meeting. It was seconded by Dan Curtis and unanimously approved.

New Business

Lance Spallholz suggested installing a defibrillator at Clark House. This issue was raised and discussed at the January 2016 trustees meeting. At that time Lance was going to look further into the matter. Nancy Theissen recalled talking with Fred Sievers regarding this and thought he had discouraged us from getting one (possibly due to liability). Lance will further investigate this as well as Red Cross CPR training.

Lance also suggested the possibility of installing a dumb waiter in Clark House so staff would not have to carry books up and down the stairs. He thinks we should look into this and possibly apply for a grant. Jennifer Hurd did not seem to feel that carrying the books has been an issue.

Motion to adjourn was made by Lance Spallholz at 8:00 pm.