

Round Lake Library Board of Trustees Meeting

April 11, 2017

Round Lake Village Community Room

Trustees Present: Nancy Theissen, Lance Spallholz, Paul Block, Deb Albrecht, Lydia Hoffman, Courtney Max, Rachel Ziegler-Sheridan, Jean Sweet

Associate Trustees Present: Steve Ames, Angela DeMeritt

Absent: None

Excused:

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 7:02pm.

Minutes: The minutes for the February trustees' meeting were reviewed. A motion to approve the minutes of the 2/14/17 meeting was made by Deb Albrecht and seconded by Lydia Hoffman. The minutes were unanimously approved.

Directors Report: The attached* director's reports for both February and March were discussed. Highlights include: -An order made to begin replacing computers at both library branches; the first order includes 4 staff computers, and 3 for public use. The eventual update of all library computers is intended before the end of the year. -The Malta Branch has begun offering a new program to Saratoga outreach/ARC patrons, led by librarian Roberta Ambrosino. The program offers fun and creative activities, encouraging groups with special needs to come to the library. -Circulation is up in both library branches. -Programs have been well-attended, and preparations are beginning for upcoming programs, including the summer reading program. -On March 1, 2017 the library director attended NYLA's Library Advocacy Day at the state capital, where librarians from across the state met with state representatives to discuss the role of libraries in their communities, as well as the importance of funding. -Updated staff procedures are being reviewed, and completed procedural binders will be available for staff within the next few weeks. -Other items intended for the coming year, including the creation of a Document Retention and Destruction Policy, the purchase of e-readers for patron circulation, and the creation of a circulation procedure for the e-readers.

Joint Automation Services Agreement: Paul Block made a motion to approve the signing of a renewed agreement with Joint Automation Services by Nancy Theissen, president of the

Library Board of Trustees. The motion was seconded by Deb Albrecht, and unanimously approved.

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

Budget/Quarterly Reports/Warrants: A correction was made to the January budget forms for the following reasons: 1. Accounting had been performed from an early version of the 2017 budget, necessitating a change to the updated budget, and 2. a previously-unnoticed mistake was made, placing funds allocated for staff development in a column for trustee development. A motion to approve the corrected January budget was made by Paul Block, seconded by Angela DeMeritt, and unanimously approved.

The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for February of 2017. A motion to approve the financial documents through February 2017 was made by Lance Spallholz, seconded by Jean Sweet, and unanimously approved.

The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for March of 2017. A motion to approve the financial documents through March 2017 was made by Paul Block, seconded by Deb Albrecht, and unanimously approved.

Teen Room Policy: In the interest of welcoming teen patrons to the library, a policy was proposed that use of the designated Teen Room in the Round Lake Library Malta Branch be yielded to teen patrons, when they are present. During the hours of 10:00am to 3:00pm *on days when school is in session*, the room may be requested for public use in up-to-two-hour allotments. The room is otherwise to be used for its designated purpose. A motion to approve the policy for the Teen Room, as written, was made by Nancy Theissen, seconded by Deb Albrecht, and unanimously approved.

Library Website: Provision of public documents through the library's website, such as attachments to minutes for trustees' meetings, was discussed. It was decided that all public documents will be provided, by email request, from the library director, Jennifer Hurd, at jhurd@sals.edu, and statement of such will be included on minutes posted to the library's website.

Copier Update: A third bid for service contract has been obtained and will be evaluated, with a final decision on photocopier service contract slated for the trustees' meeting to take place on May 9th, 2017.

Adjournment: A motion to adjourn was made by Paul Block at 7:56pm.