

Round Lake Library Board of Trustees Meeting

August 14th, 2018

Round Lake Community Room

Trustees Present: Nancy Theissen, Diane Marchand, Lance Spallholz
Jeanne Sweet, Sue Lesar

Associate Trustees Present: Angela DeMeritt, Steve Ames, Lorrie Anthony

Excused: Lydia Hoffman, Courtney Max, Rachel Ziegler-Sheridan

Absent: None

Director: Jennifer Hurd

Public: None

Presenter: Sara Dallas, Director of the Southern Adirondack Library System (SALS)

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

Quorum present

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

SALS Presentation: Sara Dallas was present to deliver her annual presentation on the role of trustees in serving the library. Highlights include: -a potential amendment to public library minimum standards, and the possibility of mandatory Continuing Education for trustees -reviewing/revising standing library policies, as needed - services provided to the library by SALS -grants available for library improvements and how to apply for them -resources for library staff and trustees

Minutes: The minutes for the July trustees' meeting were reviewed. A motion to approve the minutes of the 7/10/18 meeting was made by Lorrie Anthony and seconded by Sue Lesar . The minutes were unanimously approved, with an abstention by Angela DeMeritt, who was absent from the last meeting.

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

Directors Report: The attached* director's report for July was discussed. Highlights include: -an increase in circulation during July (as compared to June) for both locations, as well as increased usage of computers, WiFi, and Overdrive -well-attended summer programs, 32 in all, with a total attendance of 428 -216 children and 93 teens registered for the summer reading program -the success of the Beanstalk online reading program, including 32 new registrants for the 1,000 Books before Kindergarten program

Library Closure Calendar: The dates/times for library closure for the year of 2019 were reviewed by the board.

Staffing Changes: A staff resignation has been submitted, and Director Jennifer Hurd discussed with the Board how best to fill the vacant position.

Budget/Quarterly Reports/Warrants: The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for July of 2018. A motion to approve the financial documents through July 31st, 2018 was made by Diane Marchand, seconded by Lance Spallholz, and unanimously approved.

Budget Voting Changes: It has been noted that, in the recent vote to approve the library budget by library trustees, trustee Courtney Max would have needed to recuse herself from the vote, as her mother works for the library. Courtney was not present at the August meeting, but she is aware of the need, will retract her vote at the next meeting, and will abstain from future budget votes.

Book Sale: The recent book sale resulted in \$4001.01 earned for the library, and the trustees are thankful to all of the volunteers who worked to make it a success.

Change to Bylaws: The possible lack of clarity of one of the bylaws, specifically Article I - Tenure of Office of Trustees, subpoint 5, regarding the declaration of vacant position and subsequent method by which to fill said vacancy, was addressed. A proposed change will be submitted in writing at the next meeting to be reviewed by trustees for future vote.

Clark House Triage: Progress continues on repairs and renovations to the Clark House building. A signed proposal for exterior paint has been obtained, and is planned for September. Plans for remodeling the staff room within the building continue to take shape.

Adjournment: A motion to adjourn was made by Angela DeMeritt at 8:32pm.

Executive Session: The board entered executive session at 8:32pm. Executive session ended at 8:48pm.

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