

Round Lake Library Board of Trustees Meeting
June 12, 2018 – 7pm
Round Lake Village Community Room

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

Associate Trustees Present: Steve Ames, Lorrie Anthony

Absent:

Excused: Angela DeMeritt, Rachel Ziegler-Sheridan

Director: Jennifer Hurd

Public: Sue Lesar

Presenter:

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 (review terms of office)

Quorum present

The meeting was called to order by Nancy Theissen at 7:02pm.

Minutes

The minutes for the May trustees' meeting were reviewed. There were two corrections. The meeting date was changed to May 8, 2018 and under "Trustee Vacancy" the word "resigned" was changed to "vacated". A motion to approve the minutes of the 5/8/18 Board of Trustees Meeting with the noted changes was made by Lorrie Anthony, seconded by Steve Ames and unanimously approved. **attached***

Directors Report

Trustees reviewed Jennifer Hurd's report. Highlights include a special Night of Music program at Malta hosted by Anna Burghlozer, the visit of children's author, Michelle Nelson-Schmidt, and the installation of new computers at Clark House

Library Statistics

Monthly reports for the library statistics for both May 2018 were reviewed with no questions. **attached***

Budget/Monthly Reports/Warrants

The Board reviewed monthly reports for May 2018 which include the Library Actual vs. Budget, Profit & Loss, Balance Sheet and warrants. On the Profit & Loss sheet, Lance Spallholz noted that the \$5000 Global Foundries grant money should be listed in the administrative column, not in the Malta column. We also received \$250 for staff development from a drawing at the annual SALS meeting. When that arrives, it will be listed as an award. A motion to approve the financial documents for 5/31/18 was made by Lorrie Anthony, seconded by Diane Marchand and unanimously approved. **attached***

Updates:

- Trustee Vacancy – Sue Lesar has agreed to fill the term vacated by Dan Curtis which goes until January 2020. This will be voted on at the 6/21/18 WRLIS meeting.
- Employee Position Change – Jennifer Hurd reported that the adjustments were well received by all and the employee was happy to make the change. Things are running smoothly and effectively.

- Library Brochures – Lorrie Anthony reported that she had 500 brochures printed (they actually provided 1000) and delivered them to Malta apartment complexes (The Lofts, Steeplechase, Ellsworth Commons, and GrandeVille). She also plans to contact real estate brokers so buyers are aware of our library.
- Power Packs – Jennifer is still looking into purchasing one power pack for use with a personal laptop at Malta.
- Flash Drives – Jennifer has ordered flash drives for patrons' personal use at the library and will be able to sell them for \$3 each

Library Intern

Jill Wildberger will be working 2 days/week as an intern at Clark House for at least the next 4-6 months. She is part of the NYS Employee Training Program and has the assistance of a job coach. Welcome Jill!

Budget Planning

Nancy Theissen, Lance Spallholz, Diane Marchand and Lorrie Anthony will meet on June 20th to begin the 2019 Library Budget process.

Long Term Strategic Plan

Jennifer Hurd, Lydia Hoffman, Nancy Theissen, Diane Marchand, Rachel Ziegler-Sheridan, Lorrie Anthony and Steve Ames met with Erica Freudenberger from SALS on June 5th to start the process of developing a NYS required Strategic Plan. She helped us assess where we are as a library and shared a rubric to help us develop our goals. She emphasized community input as an initial step. Jennifer would like to use Malta Day in September as a starting point.

Capital Improvement/Rainy Day Account

Former trustee, Craig Warner, emailed Nancy asking if we have considered setting up an account for donations specifically set aside for long range plans or a rainy day account. This point has been raised in the past but no action was ever taken. We will ask Craig to attend a trustee meeting to further discuss this and we will also contact Adirondack Trust for suggestions/guidance.

Clark House Triage Update

Diane Marchand reported that some volunteers power washed the library exterior and painted the risers on the front steps. We have received estimates from contractors for renovations to the interior staff area. The quotes will be discussed at the next triage committee meeting. A shed has been gifted to us from the village and arrangements are being made to transport it to the library lawn. It will be used for storage of WRLIS materials. (tables, signs, event supplies, etc)

Book Sale

Lydia Hoffman has offered to use an online volunteer process to get workers for the August Book Sale. Nancy has met with Diane Shapiro and has all the specifics. She will prepare a signup sheet for Lydia.

Electrical Outlet

Although we abandoned the floor outlet project in Malta, Lance asked whether we are still considering the installation of an additional wall outlet near the working tables in the library. We will consider this further and follow up at a future meeting.

Motion to adjourn was made by Diane Marchand at 8:18 pm.

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