

Round Lake Library Board of Trustees Meeting

April 12, 2016
Round Lake Library

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

Associate Trustees Present: Steve Ames, Angela DeMeritt

Absent: Ed Sherlock

Director: Jennifer Hurd

Public: None

Quorum Present

The meeting was called to order by Nancy Theissen at 7:01pm.

Minutes: The minutes for the March trustee's meeting were reviewed. A motion to approve the minutes of the 3/8/16 meeting was made by Deb Albrecht, seconded by Jean Sweet, and unanimously approved with an abstention by Lydia Hoffman who was not present at the last meeting.

President's Report: Board president, Nancy Theissen, reported on ongoing financial matters, including state funding and the receipt of the quarterly disbursement to the library from the town of Malta.

There was also discussion of the Malta town newsletter, and an inaccurate reference made to 'The Malta Library', as well as a desire to determine how the library can submit items for inclusion in the newsletter. Angela DeMeritt volunteered to investigate the matter and report back to the board.

The SALS Annual Trustees Meeting, scheduled for May 16th, attendance by several members of the board was also discussed.

Directors Report: Jennifer Hurd presented the attached director's report. Highlights include: -A continued increase in circulation of both print and digital materials -Robust attendance of library programs by patrons at both buildings, particularly the Ukrainian Egg decorating program in the month of March -attendance by the director to the 2016 NYLA Library Advocacy Day at the State Capital on March 2, 2016 -the first session of

the 2016 Southern Adirondack Library System 5 Year Plan of Service by Jennifer Hurd and Nancy Theissen, during which directors and trustees met to begin discussion regarding SALS and its provisions for member libraries

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 and February of 2016 that had been revised to reflect a categorization of expenses by building (i.e. Clark House and the Malta Branch). Concerns were raised regarding the formulas used and itemization of funds by building and will be addressed further. Final approval for the revised documents of January 2016, February 2016, as well as those for March 2016 are pending explanation of terms/formulas used by the bookkeeper. A motion was made to approve the warrants through March 31, 2016 by Lance Spallholz, seconded by Paul Block and unanimously approved.

Meeting with Malta Controller/414 Update: Nancy Thiessen, Deb Albrecht, and Lydia Hoffman met with the Malta Controller, Kevin King, and Malta Town Supervisor, Vince DeLucia to further discuss plans to place a 414 on the 2016 election ballot. Discussions and planning will be ongoing.

Staff Suggestions for Board of Trustees: A list of suggestions made by library staff regarding operations of the library were reviewed and discussed. The information provided will allow the board to continue, in partnership with staff, to improve library operations and provide the best possible environment for both patrons and staff.

Executive Session: The board continued the meeting in executive session.

Meeting held open: After the Executive Session closed, the board held the current meeting open until a future date in order to continue the Executive Session.

Round Lake Library Board of Trustees Meeting

April 26, 2016
Round Lake Library

Trustees Present: Nancy Theissen, Lance Spallholz, Deb Albrecht, Jean Sweet, Lydia Hoffman

Associate Trustees Present: Steve Ames, Angela DeMeritt

Absent: Paul Block

Public: None

Quorum Present

Executive session continued, and the meeting was called to order by Nancy Theissen at 7:03pm.

Meeting exited executive session.

Jean Sweet made a motion to adjourn to the next monthly meeting on 5/10/16, seconded by Angela DeMeritt, and unanimously approved.