

**Round Lake Library Board of Trustees Meeting  
March 11, 2014  
Round Lake Village Hall - Community Room  
Draft**

**Trustees Present:** Nancy Theissen, Lance Spallholz, Alyse Peterson, Deb Albrecht, Jean Sweet, Danielle Rigney, Heidi Parker

**Associate Trustees Present:** Angela DeMeritt, Ann Watson

**Absent:** None

**Excused:** Bill Ryan, Craig Warner

**Director:** Jennifer Hurd

**Public:** None

**Presenters:** Brian Guarneri

**Quorum Present.**

**Call to Order**

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

**Minutes**

Nancy Theissen presented minutes from the 2/11/14 Board of Trustees Meeting. A motion to approve these minutes was made by Deb Albrecht, seconded by Lance Spallholz, and approved unanimously.

**Financial Documents and Library Statistics**

Monthly reports for the library budget, profit & loss, balance sheet and library statistics were reviewed by the trustees (copies attached). Brian Guarneri (Library Bookkeeper) was present to answer financial questions. The Board asked for clarification on a number of line items. Lance Spallholz made a motion to approve the financial documents, seconded by Angela DeMeritt, which was unanimously approved.

**Director's Report:**

Jennifer Hurd summarized her Director's Report. Jennifer said that she submitted the *Annual Report for Public and Association Libraries 2013* (Jan. 1 – Dec. 31, 2013) on Feb. 20, 2014.

**Joint Automation Project Agreement**

This agreement covers the SALS/Round Lake Library IT support. Nancy Theissen explained that this is the same document the Library has signed in the past. A motion authorizing Nancy Theissen to sign the document on behalf of the Library was made by Alyse Peterson, seconded by Deb Albrecht, and approved unanimously.

### **Library Policy Review**

- Jennifer Hurd presented the current Library policy documents, along with suggested changes. (Several sections – Disaster Planning and Collection/Development – were not included at this time. These will be discussed at the next Board meeting, along with the Employee Handbook.)
- The Board noted that the “Long-Range Plan” had not been updated since 2004 and was in need of extensive review. Nancy Theissen encouraged Board members to examine *all* Library policies and come to next meeting with changes/additions.
- It was suggested that Jennifer run the Harassment/Intimidation and Sexual Harassment Policy by the staff for their input. Jennifer said she would do that at next staff meeting.

### **Adjournment**

Lance Spallholz made a motion to adjourn at 8:04pm, which was approved unanimously.

The next Board of Trustees meeting is scheduled for Tuesday, April 8, 2014.