

**Round Lake Library Board of Trustees Meeting
February 11, 2014
Round Lake Village Hall – Community Room**

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

Associate Trustees Present: Angela DeMeritt, Craig Warner

Absent: None

Excused: Ann Watson, Bill Ryan

Director: Jennifer Hurd

Public: None

Presenters: Tom Bergin, Peter Sheridan, Diane Marchand

Quorum Present.

Call to Order

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

Minutes

Nancy Theissen presented two sets of minutes for approval:

- Board of Trustees Meeting 1/14/14. A motion to approve these minutes was made by Deb Albrecht, seconded by Danielle Rigney, and approved unanimously.
- Special Board of Trustees Meeting 1/21/14. A motion to approve these minutes was made by Alyse Peterson, seconded by Craig Warner, and approved unanimously.

Banking Business

- Nancy Theissen said that paperwork for the current bank account signatories has been completed.
- Nancy Theissen said that Adirondack Trust Bank has approved a Visa business credit card in the name of Jennifer Hurd. The card has a \$5,000 limit. Nancy will check if there's an annual fee on the new card.

Calendar

Nancy Theissen and Alyse Peterson are developing a yearly calendar that will explain what is due and when.

Director's Report:

- Jennifer Hurd presented the monthly Director's Report (attached). Jennifer said that the *Annual Report for Public and Association Libraries 2013* (Jan. 1 – Dec. 31, 2013) is due on Feb. 20, 2014. She presented the report minus the financials, which are still to come from Library bookkeeper Brian Guarneri. After discussion, Craig Warner motioned to approve the Annual Report, based on the approved financials month to month. Angela DeMeritt seconded the motion, which the Board approved.

- Jennifer Hurd said that the building grant proposal for Clark House porch heating was submitted to SALS. SALS sent back questions, particularly about the porch's structure. The Board asked Peter Sheridan (in attendance) if he would help with the structural questions and he agreed.

Financials and Library Statistics

- Monthly reports for the library budget, profit & loss, balance sheet and library statistics were reviewed by the trustees (copies attached). Alyse Peterson suggested that Brian Guarneri explain the financial statements to the Board, since so many of the Trustees are new. Nancy Theissen will ask him to attend next month's meeting.
- Nancy Theissen noted that the financials do not reflect the recent receipt of \$72,750 from the Town of Malta, which has been deposited.
- The Board decided to make formal motions to approve the financials at regular meetings. Alyse Peterson then made a motion to approve the financials, Craig Warner seconded, and the Board approved.

Gordian Committee Report

- Tom Bergin, Peter Sheridan, Diane Marchand, and Nancy Theissen reported on the work of the Gordian Committee. The Committee was formed several months ago at the behest of Bill Ryan. Their charge was to begin assessing long-term goals of the library, without judgment or prior agenda. A SALS contact suggested speaking to Paul Mays (library consultant and architect) and Libby Post (communications specialist working primarily with libraries). Both Mays and Post submitted proposals to the Committee.
- The Committee plans to take the Mays and Post proposals to WRLIS, which would then decide whether to hire these consultants. The Committee noted that Mays offered to explain his document to WRLIS with no fee (for approximately 30 minutes). Mays also does a primer on strategic planning for library services for a fee of approx. \$300.

Other Business

- Lance Spallholz raised the question of designating individual Trustees that Library employees could come to with problems. Jennifer Hurd will discuss this with her staff and report back to the Board.
- Lance Spallholz suggested a social gathering where Library employees could meet the Trustees. This was tabled until the next meeting.

Nancy Theissen made a motion to adjourn at 8:23pm, which was unanimously approved.

The next Board of Trustees meeting is scheduled for Tuesday, March 11, 2014.