

**Round Lake Library Board of Trustees Meeting
April 8, 2014
Round Lake Village Hall – Community Room**

Trustees Present: Alyse Peterson, Deb Albrecht, Jean Sweet, Bill Ryan, Heidi Parker

Associate Trustees Present: Angela DeMeritt, Ann Watson, Craig Warner

Absent: None

Excused: Nancy Theissen, Lance Spallholz, Danielle Rigney

Director: Jennifer Hurd

Public: None

Presenters: None

Quorum Present.

In the absence of President Nancy Theissen, Vice President Elyse Peterson presided.

Call to Order

The meeting was called to order by Elyse Peterson at 7:00pm.

Minutes

Alyse Peterson presented minutes from the 3/11/14 Board of Trustees Meeting. A motion to approve these minutes was made by Deb Albrecht, seconded by Jean Sweet and approved, with two abstentions (Bill Ryan and Craig Warner).

Director's Report:

Jennifer Hurd summarized her Director's Report (copy attached). She attributes the increased attendance to the better weather. SALS Trustee dinner save-the-dates were distributed (Excelsior Springs Banquet Center on Monday, May 19). Any Trustees interested in attending should inform Jennifer Hurd. Jennifer explained that the library planned to, once again, participate in Malta Community Day (Sept. 13). Alyse Peterson encouraged Trustees to represent the library by attending Community Day and helping out at the library table/booth.

Financial Documents

The Board reviewed monthly reports for the library budget, profit & loss, and balance sheet (copies attached). Heidi Parker motioned to approve the financial documents, seconded by Craig Warner, and the motion was unanimously approved.

Library Statistics

The Board reviewed the library statistics (copies attached). Jennifer Hurd distributed a new graph, combining Clark House and Malta circulations into one document, as per last month's discussion (copy attached). The Trustees found the layout readable and informative. (Board approval not required.)

Report on Accounting Meeting with Nelson Beebe

Alyse Peterson read Nancy Theissen's report of a meeting on March 26, 2014 between Nelson Beebe, Nancy Theissen, Deb Albrecht, and Jennsfer Hurd. At the meeting, Nelson Beebe was given materials to prepare WRLIS's 2013 tax return as well as contracted to perform an audit of Library bookkeeping. Notes from the meeting are on file.

Library Policies and Plans

The Board went over all presented parts of the Library policies in detail. Jennifer Hurd kept detailed notes and will compile all policies and corrections for a final Board review in the new future. The Library Mission Statement and Long Range Goals were tabled until next month's meeting.

Jennifer distributed drafts of the Collection Development Policy and Employee Handbook for discussion at the next meeting.

Other

Alyse Peterson told the Board that information on WRLIS's yearly fundraiser selling Six Flags Great Escape tickets will be coming soon. Alyse asked all Board members to reach out to the community through their personal mailing lists and social media.

Craig Warner moved to adjourn the meeting, Angela DeMeritt seconded. The meeting was adjourned at 8:49pm.

The next Board of Trustees meeting is scheduled for Tuesday, May 12, 2014.