

**Round Lake Library Board of Trustees Meeting  
May 13, 2014  
Round Lake Village Hall – Community Room**

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

**Associate Trustees Present:** None

**Absent:** None

**Excused:** Jean Sweet, Angela DeMeritt, Ann Watson, Craig Warner

**Director:** Jennifer Hurd

**Public:** None

**Presenters:** None

**Quorum Present.**

**Call to Order**

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

**Minutes**

Nancy Theissen presented minutes from the 4/8/14 Board of Trustees Meeting. A motion to approve these minutes was made by Deb Albrecht, seconded by Heidi Parker and approved unanimously.

**Jean Sherman's Will**

Nancy Theissen was informed that the Round Lake Library has been named in the will of Jean Sherman (the mother of Anne Sherman, former Round Lake resident). An announcement will be made when the estate is distributed.

**Marie Gallagher Morris Donations**

Jennifer Hurd said that Marie Gallagher Morris passed away recently and that her family is requesting that donations be sent to the Round Lake Library. Jennifer has received one already.

**Accounting Audit of Round Lake Library**

Nancy Theissen said that Nelson Beebe's audit of the Round Lake Library books is in progress.

**Patron Incident in the Malta Branch**

Jennifer Hurd related an incident that happened last week at the Malta Branch of the Library which violated the Internet Access Policy regarding viewing of sexually

explicit materials. The individual was asked to leave the library. Jennifer drafted a letter, gave one to the individual and sent one to the individual's residence. Jennifer also spoke to the individual personally, explaining the impropriety of the actions. The individual is not permitted in the library for 30 days and, if readmitted, will not have computer privileges for an additional sixty days.

### **Website Design Issues**

Jennifer Hurd explained that a WordPress (web design software) upgrade has created problems on the Library website. Some areas of the website are no longer visible. Jennifer is aware of the issues and is working on them.

### **Financial Documents**

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

### **Library Statistics**

The Board reviewed the library statistics (copies attached).

### **Director's Report:**

Jennifer Hurd summarized her Director's Report (copy attached).

### **Library Policies and Plans**

The Board discussed the Library's Mission Statement and Collection Development Policy in detail. The Board decided to table the writing of long-range goals, pending WRLIS' decision on hiring a library consultant.

### **Other**

At the next Board meeting, representatives from Adirondack Trust will present the status of WRLIS investments. The Board will also discuss the Employee Handbook.

Bill Ryan moved to adjourn the meeting, Nancy Theissen seconded, and it was unanimously approved. The meeting was adjourned at 8:53pm.

The next Board of Trustees meeting is scheduled for Tuesday, June 10, 2014.