

**Round Lake Library Board of Trustees Meeting
July 14, 2015
Round Lake Library**

Trustees Present: Bill Ryan, Nancy Theissen, Lance Spallholz, Paul Block, Deb Albrecht, Jean Sweet, Lydia Hoffman

Associate Trustees Present: Steve Ames, Craig Warner,

Absent:

Excused: Danielle Rigney, Angela DeMeritt

Director: Jennifer Hurd

Public: None

Presenter: Sara Dallas, SALS director

Quorum present

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

Presentation

Sara Dallas shared the following:

- SALS has \$397,000 in construction grant funding available. Applications are due Aug 31, 2015
- SALS Plan of Service ends in 2016 and the board welcomes suggestions from libraries as to any services they should be providing
- Continuing Ed workshops will be offered. If you have a workshop idea, please share it with Sara
- Library Interns from SUNY Albany are available if we have a need or specific project.
- SALS is in the process of a state audit and many procedural suggestions were made at a library directors' meeting. We are either already following these procedures OR have made necessary adjustments to comply with them. One new request, however, is that we have a list of warrants available to all trustees for their review/approval at each monthly meeting. Nancy Theissen will ask Brian Guarneri to provide this.
- The state legislature has allocated increased funding for libraries this year, but it may be several months before checks are issued
- Monthly checks to SALS are issued by the Round Lake Library which go directly to Joint Automation. JA maintains our computers and operates the Polaris network.
- SALS meetings are open to everyone

Minutes

A motion to approve the minutes of the 6/8/15 Board of Trustees Meeting was made by Paul Block, seconded by Lance Spallholz and unanimously approved.

Directors Report

Jennifer Hurd presented the attached director's report. Highlights include:

- Summer Reading Program has over 200 participants
- 10 new Eco Explorer backpacks, purchased through a Global Foundries grant, are available to borrow

Library Statistics

Monthly reports for the library statistics were reviewed. Copies are attached.

Budget

The Board reviewed monthly reports for June 2015 which include the library budget, profit & loss and balance sheet (copies attached). A motion was made to approve the financial documents by Deb Albrecht, seconded by Lance Spallholz and unanimously approved.

Update

The library has received its third quarter disbursement check from the Town of Malta for \$72,750. It has been deposited in the Adirondack Trust Library Savings account.

Library Phone

Bill Ryan has requested that staff answer the library phone when they are in the building even prior to opening time. This suggestion resulted from a recent power loss to our alarm system at the Clark House necessitating a call to the library prior to 10am. Jennifer will inform the staff.

Copiers and Printers

Jennifer Hurd provided photos of copiers and printers we are no longer using. Questions regarding hard drive removal were raised, but these models do not have them. It was decided that we will try to sell them at the Book Sale in August. If unsuccessful, we will advertise on Craigslist.

Nelson Beebe Report

Nelson Beebe, library accountant, presented the attached audit report to Deb Albrecht and Nancy Theissen. He suggests that both the library director and the bookkeeper be familiar with the location of supporting documentation (i.e. W-2 forms, employee election forms in the SIMPLE plan and employees' rates of pay). He also recommends that trustee meeting minutes be more specific regarding review of financial reports (i.e. include dates and specific form names). We also should to include a copy of the authorizations of rates of pay for individual employees once the annual budget is approved.

Book Sale Volunteers

Diane Shapiro provided a volunteer signup sheet for the Aug 8th & 9th Book Sale which was passed around. Several trustees will participate.

WRLIS Financial Officer

Bill Ryan suggested that Alyse Peterson be asked to serve as Financial Officer. She would to fill the anticipated vacancy once Dom DeLorio relocates. Bill Ryan will contact her.

Budget Preparation Sub Committee

Lance Spallholz, Jennifer Hurd, Craig Warner and Nancy Theissen will meet on Tuesday, July 21st to prepare the first draft of the 2016 Library Budget. It will be reviewed/revised at the August 10th Trustees meeting and needs approval prior to the August 20th WRLIS meeting.

Motion to adjourn was made by Deb Albrecht at 8:27 pm.

Next meeting August 10, 2015 – 7 pm – Round Lake Village Community Room