

**Round Lake Library Board of Trustees Meeting
November 10, 2015
Round Lake Village Community Room**

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

Associate Trustees Present:

Absent:

Excused: Danielle Rigney, Bill Ryan, Steve Ames, Craig Warner, Angela DeMeritt

Director: Jennifer Hurd

Public: None

Presenter: Alyse Peterson

Quorum present

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

414 Review

Alyse Peterson presented an overview of the 414 process including the following points:

- Read everything on the NYS Library website that pertains to 414
- She will forward a Power Point presentation that was given to the Round Lake Library trustees by Joe Matti from NYSED when they went through the process in 2009
- She will also send a sheet of FAQs which was written to address the concerns of Malta residents
- Alyse encouraged the use of bright T-shirts, road signs (which we already have) and signs in cars
- She suggested an extensive door to door campaign, visiting various civic groups, Ballston Spa PTA, book clubs, business associations, Malta Day, grocery stores, social media and any other networking that might be beneficial
- We cannot use library funds for the campaign so we need to include any funding in the WRLIS library budget
- We need to develop a set of talking points in order to prepare ourselves for the questions that will be raised

Nancy Theissen will forward the NYS "Inch by Inch" document which thoroughly outlines the entire process and includes a timeline. Everyone is encouraged to THOROUGHLY read it prior to our December meeting.

Minutes

A motion to approve the minutes of the 10/13/15 Board of Trustees Meeting was made by Deb Albrecht, seconded by Paul Block and unanimously approved.

Directors Report

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

- Very successful October programs contributed to increased door count and circulation
- Malta Historian, Paul Perrault, presented a program detailing the Malta rocket test site. It will be presented a second time on 12/3/15
- Joint Automation staff at SALS will be upgrading Polaris on 12/2. Staff has been trained for manual circulation in the event that it is not up and running the next day.
- Webinar for trustees on 11/18 from 10-11 if any interested trustees. Registration is necessary.

Library Statistics

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

Budget

The Board reviewed monthly reports up to 10/31/15 for the library budget, profit & loss and balance sheet (copies attached). A motion was made to approve the financial documents by Jean Sweet, seconded by Deb Albrecht and unanimously approved.

Sub Committee Reports**Evacuation Plan**

Jennifer Hurd reported that she and Bill Ryan have almost completed the document covering emergency procedures for power outages, fire, medical emergencies, violence, etc. There will also be emergency kits, water & gas shut off indicators and emergency contacts and phone numbers. A draft will be sent electronically for our review prior to the December meeting.

Director Vacation

Paul Block and Jean Sweet have done much research with other local libraries and suggested a plan for the library director's paid personal time. Discussion followed and a draft will be sent electronically for our review prior to the December meeting.

Director Evaluation

Lance Spallholz suggested a revised format for the director's evaluation which met with agreement. The revised evaluation form will be sent electronically for our review prior to the December meeting.

Endowment Fund

Lance Spallholz met with attorney, Tom Peterson, and together they submitted the attached, revised resolution to establish an Honor and Remembrance Endowment Fund. A resolution to "establish the Honor and Remembrance Fund as written in the attached form" was made by Lance Spallholz, seconded by Paul Block and unanimously approved.

Motion to adjourn was made by Paul Block at 8:15 pm.

Next meeting December 8, 2015 – 7 pm – Round Lake Village Community Room