

**Round Lake Library Board of Trustees Meeting  
December 8, 2015  
Round Lake Village Community Room**

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

**Associate Trustees Present:** Stephen Ames

**Absent:**

**Excused:** Danielle Rigney, Deb Albrecht, Angela DeMerritt, Craig Warner

**Director:** Absent

**Public:** None

**Presenter:** None

**Quorum present**

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

**Minutes**

A motion to approve the minutes of the 11/10/15 Board of Trustees Meeting was made by Paul Block, seconded by Bill Ryan and unanimously approved. **(Attached)**

Since our November meeting, Nancy Theissen was required to sign a receipt & release form for the final disbursement of the Jean Sherman bequest. This required an email to the trustees and their responses giving her permission to do so. The emails are attached for documentation purposes.

**Director's Report**

In the absence of Jennifer Hurd, we reviewed the Director's Report. **(Attached)** A question was raised about who does the Senior Outreach Program.

**Library Statistics**

Monthly reports for the library statistics were reviewed. **(Attached)**

Bill Ryan asked that we note the door count on New Year's Eve this year to see if it is worth remaining open on that day in the future.

**Budget/Warrents**

The Board reviewed monthly reports up to 11/30/15 for the library budget, profit & loss and balance sheet **(Attached)**. A motion was made to approve the financial documents by Bill Ryan, seconded by Lance Spallholz and unanimously approved. On the warrents, Lance Spallholz had questions regarding the Quick Books categorization of some payments. Nancy Theissen will follow up with Brian Guarneri.

**Sub Committee Reports**

**Emergency/Disaster Plan**

Jennifer Hurd and Bill Ryan submitted the draft of the Evacuation Plan. **(Attached)** Some situations already require an Incident Report but, it was suggested that we keep a log of **any** events requiring use of this plan for our records. The plan is missing, but will include the shut off locations for water, electric and gas. A motion to approve the Emergency/Disaster Plan with the above additions was made by Bill Ryan, seconded by Jean Sweet and unanimously approved.

**Director Vacation**

Paul Block and Jean Sweet presented the director vacation plan. **(Attached)** Discussion followed regarding our current director. Nancy Theissen will check her date of hire as Library Director and meet with her to discuss her number of Personal Leave days. A motion was made to approve the Direct Personal Leave Policy by Bill Ryan seconded by Jean Sweet and unanimously approved.

**Director Evaluation**

Lydia Hoffman and Lance Spallholz both worked on format revisions of the Director Evaluation. We will use the checked boxes, include page numbers and adoption date. Also, there will be an "Any additional comments" line added above the final signatures on the last page. **(Attached with Revisions)**

The form will be given to the director to complete within 2 weeks prior to a board meeting. Simultaneously, 2 board members will also complete the form. Discussion and adjustments will be made at a monthly meeting. The final form will be signed by all parties and kept in the director's personnel folder. She may also submit any response to be kept in the folder. A motion to approve the Director Evaluation Plan was made by Bill Ryan, seconded by Paul Block and unanimously approved.

**Endowment Fund**

Nancy Theissen contacted Doug Bleyl from Adirondack Trust regarding the creation of this investment fund. He and John Conroe will attend our January meeting. In the meantime, he will send Nancy all the start up information he will require (name of account, those who can sign, etc.). He would like a check with the initial funds at the meeting. A motion to authorize the president of the Round Lake Library Trustees to transfer monies received from the Jean Sherman bequest to the Honor and Remembrance Fund was made by Lance Spallholz, seconded by Paul Block and unanimously approved.

Motion to adjourn was made by Paul Block at 7:56 pm.

Next meeting January 12, 2016 – 7 pm – Round Lake Village Community Room