

## Round Lake Library Board of Trustees Meeting

May 9, 2017

Round Lake Village Community Room

**Trustees Present:** Nancy Theissen, Lance Spallholz, Paul Block, Deb Albrecht, Lydia Hoffman, Rachel Ziegler-Sheridan

**Associate Trustees Present:** Steve Ames, Angela DeMeritt

**Absent:** None

**Excused:** Jean Sweet, Courtney Max

**Director:** Jennifer Hurd

**Public:** None

**Meeting Dates:** Jan 10, Feb 14 (SALS report), Mar 14, Apr 11, May 9, Jun 13 (budget subcommittee), Jul 11, Aug 8 (approve budget), Sep 12, Oct 10, Nov 14, Dec 12

**Quorum present**

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

**Minutes:** The minutes for the April trustees' meeting were reviewed. A motion to approve the minutes of the 4/11/17 meeting was made by Lance Spallholz and seconded by Deb Albrecht. The minutes were unanimously approved.

**Directors Report:** The attached\* director's report for April was discussed. Highlights include: - Local author, Helen Brecker, held a well-attended discussion of her book *Living with Lyme Disease* at the Malta Branch. -Nelson Beebe conducted the annual audit of the Round Lake Library on March 27, 20-17. -A generous donation of \$110 was made by the All Saints Church in Round Lake, presented to Diane Shapiro, for the Children's Garden/Green Hour program. Diane has organized and grown this program over the last several years, with the purpose of brining families together to learn about the natural world. -National Library Week (April 9 - 15) and a week of school vacation (April 16 - 22) were very busy, and over the two week span 44 programs were offered at the library. -The new Teen Room policy has been posted at the Malta Branch

**Library Statistics:** Monthly reports for the library statistics were not available at the time of the meeting, but reviewed afterward when sent to the board by director, Jennifer Hurd. **Copies attached.\***

**Budget/Quarterly Reports/Warrants:** The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for April of 2017. A motion to approve the

financial documents through April 2017 was made by Angela DeMeritt, seconded by Paul Block, and unanimously approved.

**Great Escape Fundraiser:** Tickets for the Great Escape will again be sold, with a portion of proceeds benefitting the library. Flyers advertising the sale were passed out and will be posted at various locations by members of the board.

**Charter/Bylaws:** A discrepancy in the length of term for serving board members has been identified in the library's charter vs. the bylaws: Specifically, the library charter states that the term of service for a trustee is to be 3 years, while the bylaws state a term of 5 years. Lance Spallholz made a motion for trustee president, Nancy Theissen, to submit a proposal to WRLIS to amend the library charter to state a 5 year term of service for trustees, in accordance with the terms stated in the library bylaws. The motion was seconded by Lydia Hoffman, and unanimously approved. If approved by WRLIS, the amendments to the charter will be submitted to the state of New York.

Additionally, it was brought to the board's attention that while the library charter states the number of trustees on the library board to be "not less than 5, nor more than 11" members, the library's bylaws must be changed to reflect the specific number of trustees serving on the board (currently 10; 8 from the Village of Round Lake, 2 associate trustees from the Town of Malta, with one vacancy yet to be filled). Nancy Theissen will submit, in writing, a proposal for amendment of the bylaws to state a board of 11 trustees for review at the June meeting. The proposal will be reviewed by the board and voted on at the July meeting.

**Copier Service Agreement:** Lance Spallholz submitted a detailed analysis of the 3 bids for copy machine service agreements considered for both library branches. After considered review of the contracts, Paul Block made a motion to authorize library director, Jennifer Hurd, to sign a contract to switch the library's copy service provider to Seeley. The motion was seconded by Deb Albrecht, and unanimously approved.

**Adjournment:** A motion to adjourn was made by Lydia Hoffman at 7:55pm.