

Round Lake Library Board of Trustees Meeting

June 13, 2017

Meeting Room of Round Lake Library, Malta Branch

Trustees Present: Nancy Theissen, Lance Spallholz, Paul Block, Lydia Hoffman, Courtney Max,

Associate Trustees Present: Steve Ames, Angela DeMeritt

Absent: None

Excused: Jean Sweet, Rachel Ziegler-Sheridan

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 7:04pm.

Minutes: The minutes for the May trustees' meeting were reviewed, with need for a small correction noted (number of trustees on the board changed from 10, as stated, to 11). A motion to approve the minutes of the 5/9/17 meeting was made by Paul Block and seconded by Theissen. The minutes were unanimously approved.

Directors Report: The attached* director's report for May was discussed. Highlights include: - Many highly successful events held at the library, including a May 4th Star Wars program, a teen event for National Comic Book Day, sampling of lemonade for National Lemonade Day, and the knitting club viewing an ALA webinar on preserving and carting for textiles. -An intern has joined the library: Kristin Higgins, a Library Information Science student from the University of Albany, who will be working in areas of collection development and preparing materials for inventory. -Attendance at the SALS annual meeting and dinner by Jennifer Hurd, Nancy Theissen, Lance Spalholz, and Steve Ames. -Library page, Abby Selig, has graduated and left her position at the library. Interviews were held for a new page, and a candidate found.

Library Statistics: Monthly reports for the library statistics were reviewed. ***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 May of 2017. Note was made of the amount for *Grant Expenditures* now totaling 826.39%, in excess of the amount originally budgeted. This is due to the unanticipated award of a grant for Global Foundries made to the library for funds to purchase materials for a new Lego Robotics program, and the materials

having been purchased. While not budgeted for during the creation of the annual budget, spending is still well within the limit of provided funds. Notice was also brought to the need to issue a check in the amount of \$1 to be paid of the Town of Malta to cover rent of the building for the Malta Branch. A motion to approve the financial documents through May 2017 was made by Paul Block, seconded by Lydia Hoffman, and unanimously approved.

Budget Subcommittee: The budget for the following year will need to be voted and passed by a subcommittee consisting of the WRLIS president, the president of the Board of Trustees, one member of the board, as well as one associate trustee. Former serving WRLIS president, Deb Albrecht, has stepped down from her position, and a new WRLIS president will have to be elected before the meeting of the budget subcommittee, which will otherwise be comprised of Nancy Theissen (president of the Board of Trustees), Lance Spallholz (trustee) and Steven Ames (associate trustee).

Charter/Bylaws: A change to the bylaws of the Woman's Round Lake Improvement Society (WRLIS) Article 1, Section 4 from authorizing the creation of a Board of Trustees of "*not less than 5, nor more than 11*" members to "*numbering a total of 11 persons*" has been submitted in writing for review and will be voted on at the next meeting of the Board

Concerns of Library Staff: Library director, Jennifer Hurd, brought to the attention of the board the concerns of the library staff over the inadequate heating/air conditioning systems of the Clark House building. The ventilation systems are unreliable, and time elapsed between problems and repair can be quite long, creating considerable problems of comfort and safety for staff and patrons. Because issues regarding the library buildings are an issue to be resolved by WRLIS, note was made of the need to bring the problem—as well as the need for an HVAC service provider—before WRLIS at the next meeting.

Adjournment: A motion to adjourn was made by Paul Block at 7:41pm.