

Round Lake Library Board of Trustees Meeting

December 12, 2017
Round Lake Community Room

Trustees Present: Nancy Theissen, Lance Spallholz, Diane Marchand, Lydia Hoffman, Courtney Max, Jeanne Sweet

Associate Trustees Present: Angela DeMeritt, Lorrie Anthony, Steve Ames

Absent: None

Excused: Rachel Ziegler-Sheridan, Dan Curtis

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 7:02pm.

Minutes: The minutes for the November trustees' meeting were reviewed. A motion to approve the minutes of the 11/14/17 meeting was made by Lydia Hoffman and seconded by Lance Spallholz. The minutes were unanimously approved.

Directors Report: The attached* director's report for November was discussed. Highlights include: -A new Baby & Me program at the Malta branch for children birth - 24 months of age, with a caregiver. -The collection of over 100 food items for the Malta Community Center Food Pantry through the Food for Fines event. -Inventory nearing completion at the Clark House branch. -3 members of library staff attended the New York Library Association Conference in Saratoga Springs, November 9th - 11th.

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 November of 2017. A motion to approve the financial documents through November 2017 was made by Diane Marchand, seconded by Lorrie Anthony, and unanimously approved.

Adirondack Insurance/Amsure: Note was made that the insurance carrier for the library, Adirondack Insurance, has merged with the Amsure company, and will forthwith be called Amsure.

Library Accountant: Nelson Beebe, who provides accounting services for the library, will soon be retiring. It will therefore be necessary for a new accountant to be found.

Library Sign Update: After obtaining multiple quotes, it has been decided that a replacement sign for the library, which shall hang from the Malta Community Center sign on Route 9 in Malta, will be ordered from AJ Signs in Burnt Hills. The sign will be designed and installed to deter removal.

Clark House Updates and Plans: New front steps have been built and installed at Clark House, a protective shelter for the A/C unit built, and stones placed to prevent mud splashing on the trim of the building during rainy weather. A preliminary inspection of the roof is planned within the next couple of weeks, and an inspection of the basement/foundation is upcoming. It is necessary to purchase a few new items of furniture for the building, including a desk for the office of the director and a standing desk for patrons to use the computer for searching the library catalogue, among other items. Lance Spallholz made motion to authorize \$2500 in total expenditure for office furniture at Clark House, with the stipulation that no single item exceed \$1000 in cost. Angela DeMeritt seconded the motion, and it passed with unanimous approval.

Director Evaluation: Director Jennifer Hurd was excused from the meeting, and Lance Spallholz made the motion to enter executive session to review the evaluation of the library director, seconded by Nancy Theissen. Executive session was ended at 8:32pm.

Adjournment: A motion to adjourn was made by Nancy Theissen at 8:32pm.

** above are to indicate that copies are available for viewing at each of the library branches*