

## **Round Lake Library Board of Trustees Meeting**

**September 11th, 2018**

### **Round Lake Community Room**

**Trustees Present:** Nancy Theissen, Diane Marchand, Lydia Hoffman, Courtney Graham, Rachel Ziegler-Sheridan, Jeanne Sweet

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

**Excused:** Lance Spallholz, Sue Lesar

**Absent:** None

**Director:** Excused

**Public:** None

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

**Quorum present**

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

**Minutes:** The minutes for the August trustees' meeting were reviewed. A motion to approve the minutes of the 8/14/18 meeting was made by Jean Sweet and seconded by Diane Marchand . The minutes were unanimously approved, with abstentions by Lydia Hoffman, Rachel Ziegler-Sheridan, and Courtney Graham, who were absent from the last meeting.

**Directors Report:** The attached\* director's report for August was discussed. Highlights include: -a successful conclusion to the summer reading program, for which 235 children and 93 teens signed up, and included 69 programs (43 for children, 26 for teens) with a total attendance of 787 patrons. -season end of the Children's Garden program, with thanks to Diane Shapiro for her well-attended program -thanks to trustees Nancy Theissen and Lydia Hoffman for organizing and coordinating volunteers for the annual book sale, which earned \$4001.01 for the library. -thanks to Assemblywoman Carrie Woerner for her continued support of the library, and for leading children's story times at both the Clark House and Malta Branches. -receipt of \$4000 in bullet aid from Senator James Tedisco, and thanks for his continued support of the library.

**Food for Fines:** The annual Food for Fines event, during which patrons can be absolved of fines by bringing in items for donation to the local food bank, will be moved forward in the calendar for 2018. Typically held during the month of November, it will be held during September in order to accommodate immediate need at the food bank.

**Staffing Changes:** Applicants are being reviewed for the staff position vacated through resignation, and staff are working together to manage the transition smoothly.

**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 August of 2018. Voting to approve the budget was postponed, as there were some questions regarding amounts listed for specific line items. Clarifications will be made, and the budget/quarterly reports/warrants reviewed again during the October meeting.

**Budget Voting Changes:** Courtney Graham (nee Max) retracted her vote to approve the 2019 budget for the library, and will abstain from future budget votes, to avoid any conflict of interest that might arise from having a relative work for the library.

**Book Sale:** The recent book sale, which resulted in \$4001.01 earned for the library, has been concluded, with remaining books having been organized and put back into storage.

**Change to Bylaws:** A proposed clarification to the bylaws, specifically Article I - Tenure of Office of Trustees, subpoint 5, regarding the declaration of vacant position and subsequent method by which to fill said vacancy was submitted, in writing, and reviewed. A vote on the proposed change will be stated on the agenda for the October meeting, and the vote will occur then.

**Clark House Triage:** Progress continues on repairs and renovations to the Clark House building. Painting of the exterior trim has been completed. Plans for remodeling the staff room within the building continue to take shape.

**Adjournment:** A motion to adjourn was made by Diane Marchand at 7:50pm.

**Executive Session:** The board entered executive session at 7:50pm. Executive session ended at 8:06pm.

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