

Round Lake Library Board of Trustees Meeting

August 13th, 2019

Round Lake Community Room

Trustees Present: Nancy Theissen, Lydia Hoffman, Lance Spallholz, Sue Lesar, Stacey Thayer, Courtney Graham,

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

Excused: Diane Marchand

Absent: None

Director: Jennifer Hurd

Public: None

Meeting Dates: Jan 8, Feb 12 (SALS report), Mar 12, Apr 9, May 7, Jun 11 (budget subcommittee), Jul 9, Aug 13 (approve budget), Sep 10, Oct 8, Nov 12, Dec 10

The meeting was called to order by Nancy Theissen at 7:06pm.

Minutes: The minutes for the July trustees' meeting were reviewed. A motion to approve the minutes of the 7/9/19 meeting, with correction, was made by Courtney Graham and seconded by Lance Spallholz. The minutes were unanimously approved, with an abstention by Angela DeMeritt, who did not attend the July meeting.

Directors Report: The attached* director's report for July was discussed. Highlights include: -As of July 31st, 254 children and 62 teens were signed up for the library's summer reading program. A new system for logging books and earning prizes has increased both book circulation and program attendance. -56 programs were offered during the month of July, with a total attendance of 630 patrons. -The library received \$4,000 in aid from SALS as Local Library Service Aid (LLSA). -Assemblywoman Carrie Woerner visited the Malta Branch on July 31st and participated in the morning story time program. The library thanks Assemblywoman Woerner for her continued support of the library and SALS. She will visit the Clark House branch on August 15th.

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 July of 2019. Motion to approve the financial documents through July 31st of 2019 was made by Lydia Hoffman and seconded by Sue Lesar. The motion was unanimously approved.

Book Sale: The book sale held during the weekend of August 9 - 11th was well-attended and successful by all accounts. The sale earned \$4,413 for the library.

Appointment of New Employee: A motion was made by Sue Lesar to appoint Erin Jackson to the library staff as a new library assistant. The motion was seconded by Stacey Thayer, and unanimously approved.

Promotional Handouts: Lorrie Anthony, who has been working to promote the library to new area residents, requested a second printing of the informational brochures for the library. A motion to approve purchase of a further 1,000 promotional library brochures was made by Nancy Theissen, seconded by Steve Ames, and unanimously approved.

Revisions to Employee Handbook: The library employee handbook has been newly revised as of 8/13/19 to accommodate the new sexual harassment policies adopted by the library.

Trustee Replacement: Rachel Ziegler-Sheridan has resigned her post as library trustee due to a move out of the area. Possible candidates to fill her open seat were discussed.

Malta Day: Malta Community Day is scheduled for Saturday, September 7th of 2019. Director Jennifer Hurd will be present to answer questions and provide information about the library, as well as hand out free books for children and teens. Trustees will volunteer to relieve Jennifer at different points in the day.

Malta Sign: Alyssa Benway, Director of Malta Parks and Rec, has provided the go-ahead for an additional library sign to be hung under the Malta Community Center sign located on Bayberry Drive. Details for another sign will be investigated and discussed before decisions are made final.

Holiday Closures: The calendar of holiday hours/closures for the coming year was reviewed and discussed before it is entered into Polaris.

Malta Negotiations: The contract held with the Town of Malta for the building space that houses the Round Lake Library Malta Branch will expire on December 31st, 2020, and a new contract will need to be renegotiated with the town board. Trustees will review the previous agreement before the September meeting in preparation for discussion.

Adjournment: A motion to adjourn was made by Sue Lesar at 7:47pm.

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