

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

**December 10th, 2019**

### **Round Lake Community Room**

**Trustees Present:** Nancy Theissen, Lydia Hoffman, Lance Spallholz, Sue Lesar, Stacey Thayer, Diane Marchand

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

**Excused:** Lorrie Anthony, Courtney Graham

**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 7:02pm.

**Minutes:** The minutes for the November trustees' meeting were reviewed. A motion to approve the minutes of the 11/12/19 meeting was made by Lydia Hoffman and seconded by Stacey Thayer. The minutes were unanimously approved, with abstentions by Sue Lesar and Angela DeMeritt who were absent from the last meeting.

**Directors Report:** The attached\* director's report for September was discussed. Highlights include: -On Saturday, November 2nd the Malta Branch held a book sale in conjunction with the Community Center's Holiday Craft Fair that raised \$300. -A special thank you to Sue Lesar and her family for the donation of a puppet theater at Clark House that has been very popular with young patrons. -Library director, Jennifer Hurd, attended a two day workshop on the Essentials of Human Resources at Adirondack Community College that provided an overview of human resource policies and procedures, as well as new updates on NY state labor laws. -The Malta Branch was asked to be a drop off site for the Malta Ridge Fire Department's Toys for Tots drive; over 30 items were collected at the branch for the toy drive.

**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, balance sheets, and warrants for November of 2019. Motion to approve the financial documents through November 30th of 2019 was made by Lance Spallholz and seconded by Sue Lesar. The motion was unanimously approved.

**Trustee Replacement:** Possible candidates to fill a vacant seat on the board were further discussed; an interested candidate is likely to begin serving in March 2020.

**Malta Sign:** Lydia Hoffman made a motion to commission Adirondack Sign Company to make a new sign for the library that will match—and hang below—the existing sign for the Malta Community Center on Bayberry Drive, per the quote received. The motion was seconded by Diane Marchand and approved, with one nay vote by Lance Spallholz.

**Lease Contract Review/Negotiations with Malta:** Plans were made for a committee to meet and review the lease contract before a preliminary meeting with the Malta Town Supervisor and a member of the Malta Town Board.

**Document Retention and Destruction Policy:** A new Document Retention and Destruction Policy for the library was reviewed *\*copy attached*. Nancy Theissen made a motion to approve the Document Retention and Destruction Policy, including the addition of a retention period of 7 years for orders and invoices. The motion was seconded by Diane Marchand and unanimously approved.

Lance Spallholz made the further motion to name Library Director, Jennifer Hurd, as the designated appointee for proper retention and disposition of all library records, as indicated in the policy. The motion was seconded by Sue Lesar and unanimously approved.

**Triage Committee:** Many exciting changes and improvements have been taking place at the Clark House, with new carpet laid in the building, new furniture arriving, new cables laid for the computers, and the roof of the storage shed completed. Diane Marchand is working on a challenge grant, requesting funding for new wiring, new lighting, and a new circulation desk at Clark House. An anonymous patron is purchasing a cabinet for new and improved DVD storage.

**Executive Session:** The board entered executive session at 7:40pm to discuss the annual evaluation of the library director. Executive session was exited at 8:04.

**Adjournment:** A motion to adjourn was made by Lydia Hoffman at 8:04pm.

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