

## Round Lake Library Board of Trustees Meeting

May 11th, 2021

### Zoom Teleconference

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

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

**Excused:** Marlene Sweet, Diane Marchand

**Absent: Director:** Jennifer Hurd

**Public:** None

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

The meeting was called to order by Nancy Theissen at 7:02pm.

**Minutes:** The minutes for the April trustees' meeting were reviewed. A motion to approve the minutes of the 4/13/21 meeting was made by Lance Spallholz, seconded by Stacey Thayer. The minutes were unanimously approved.

**Directors Report:** The attached\* Director's report for April was discussed. Highlights include: -During the month of April, the library was open for browsing, in-person pickup of materials, fax/copy services and curbside pickup; there has been an increase in patrons both familiar and new. -Two additional shelving units were installed in the children's room at the Malta branch, and library staff have been rearranging the Juvenile Fiction and Juvenile Series books to make browsing easier. -The Summer Reading program theme for 2021 is Tales and Tails. Planning has commenced, including some outdoor programs that will be offered. -The library will return to the full weekly schedule of Monday - Friday, 10am - 6pm beginning on Monday, May 10th. Saturday hours will be added starting Saturday, June 5th. -The library received the 2nd installment (10%) of the 2020-2021 LLSA funds; the initial installment of 80% was received in October of 2020, with the final 10% expected this summer. -Friday, May 14th the library will close early at 12:30pm for a staff training day from 1pm - 5pm, and. The training session will be held via Zoom and Jill Ryder from SALS will be doing an in-depth Q& A for Polaris (ILS system).

**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 April of 2021. Motion to approve the financial documents through April 30th of 2021 was made by Sue Lesar and seconded by Lorrie Anthony. The motion was unanimously approved.

**Honor and Remembrance Fund:** A review on the status of the Honor and Remembrance Fund was done, with discussion on funds received and how they should be distributed. Nancy Theissen made a motion that upon receipt of funds from the estate of Audrey Davis they be placed into the library's Honor and Remembrance Fund. The motion was seconded by Angela DeMeritt and unanimously approved.

**Malta Carpeting Update:** Per the lease agreement with the Town of Malta, the library is responsible for providing funds for flooring and installation. The proposal of new flooring was agreed upon by the Town leadership, quotes will be obtained and progress will continue.

**Re-hiring a former library page:** Director Jennifer Hurd sought approval for hiring a third library page--a former page who is returning home on summer break from college. When she returns to school in the fall, the director hopes to then hire another student page to replace her. A motion was made to offer the position of library page to a former page while she is home from college for the summer by Angela DeMeritt, seconded by Stacey Thayer, and unanimously approved.

**Review Hiring Plan:** The attached\* Hiring Plan, submitted by library director Jennifer Hurd, was reviewed and discussed. A motion was made to approve the Hiring Plan with the included proposed revisions by Sue Lesar, seconded by Lydia Hoffman, and unanimously approved.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 8:00 pm.

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