

## Round Lake Library Board of Trustees Meeting

September 14th, 2021

### Round Lake Community Room

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

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

**Excused:** None

**Absent:** None

**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 7:01pm.

**Minutes:** The minutes for the August 10th trustees' meeting were reviewed. The motion to approve the minutes for the 6//9/20 meeting was made by Diane Marchand and seconded by Stacey Thayer. The minutes were unanimously approved, with abstentions by Angela DeMeritt and Sue Lesar, who were not present at the last meeting.

**Directors Report/Reopening:** The attached\* director's report for August was discussed. Highlights include: -As of August 2, 2021, masks are now required for all individuals regardless of vaccination status. This change was made in response to the increased positivity rate in Saratoga County and recommendations of the CDC. -The library received the LLSA at the end of August in the amount of \$4,217 for 2021. -The modified summer reading program ended on August 24<sup>th</sup>. 125 children picked up summer reading challenge bags and 75 ice cream cone certificates, donated by Stewarts, have been handed out for completion of the challenge. -Several in-person programs were held this summer, all while social distancing and wearing masks. Staff are planning fall programming, knowing that modifications may need to be made based on health and safety guidelines. -All SALS libraries offer Ancestry Library Edition, paid for through Central Library funds, for patron use within the library. Remote access to the library edition was originally offered through September, but will continue through the end of the year. Access is granted via the website to patrons with a valid Round Lake Library Card. If they have a card from another SALS library, patrons must access Ancestry from that site. -A brief staff meeting was held on August 12<sup>th</sup> through Zoom. Staff were very pleased to hear about the changes in our overdue fine structure. Another staff meeting is planned for September 17<sup>th</sup> to discuss fall/winter programming, and barcoding changes. -Thanks to trustees who helped staff the library's tent for Malta Community Day. -Walk through for new carpeting will be happening Friday, September 17<sup>th</sup>, and installation scheduled. Not yet knowing when the installation will need to be, a motion was made by Lorrie Anthony to approve the temporary closure of the Malta Branch for the duration of carpet replacement. The motion was seconded by Lydia Hoffman and unanimously approved.

**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 August of 2021. Motion to approve the financial documents through August 31st of 2021 was made by Lance Spallholz and seconded by Emily Galloway. The motion was unanimously approved.

**Library Accountant:** Given difficulties communicating with the accountant currently handling the library's accounts, options for paying for past work were discussed. A motion was made by Diane Marchand to send a check in the amount of \$1800 to the accountant for services rendered in 2020, with an attached explanation that the library needs

to balance its books and ensure all bills are paid.. A second was made by Sue Lesar, with one abstention by Marlene Sweet.

**Safety Plan - Heroes Act:** Given new state and federal standards in response to the ongoing coronavirus pandemic, changes may need to be made to the library's current safety plan. Possible future policies were discussed regarding vaccination and testing.

**Adjournment:** A motion to adjourn was made by Nancy Theissen at 7:52pm.

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