

## Round Lake Library Board of Trustees Meeting

October 12th, 2021

### Round Lake Community Room

**Trustees Present:** Nancy Theissen, Lance Spallholz, Diane Marchand, Sue Lesar, Lydia Hoffman, Marlene Sweet,  
**Associate Trustees Present:** Angela DeMeritt, Steve Ames, Lorrie Anthony

**Excused:** Stacey Thayer

**Absent:** Emily Galloway

**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 7:00pm.

**Minutes:** The minutes for the September 14th trustees' meeting were reviewed. The motion to approve the minutes for the 9/14/20 meeting was made by Marlene Sweet and seconded by Sue Lesar. The minutes were unanimously approved.

**Directors Report/Reopening:** The attached\* director's report for September was discussed. Highlights include:  
-COVID-19 precautions, including masks for all who enter the library and daily cleaning of all surfaces, continue.  
-New carpeting was installed in the Malta Branch on Monday 9/27-Tuesday 9/28 by Flooring Environment. Library staff moved books and materials back into place on Wednesday 9/29 and the branch reopened to the public on Thursday 9/30. -The library director would like to extend a thank you to Nancy Theissen and all trustees who volunteered to man the table at Community Day; several patrons have commented positively on the representation of the library at the event. -The change to "almost fine free" went smoothly and has been very well received by patrons. Jill Ryder and JA at SALS worked to revise all regular material to be fine free, a huge task for over 20,000 records. To inform patrons of the change, notices were posted near the New and Popular material, on our website, Facebook, and emails. Staff also created a bookmark that was placed in all new material, highlighting the change.

**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 September of 2021. Lance Spallholz suggested an upcoming executive session of the trustees to allocate any budgetary excess. Motion to approve the financial documents through September 30th of 2021 was made by Diane Marchand and seconded by Angela DeMeritt. The motion was unanimously approved.

**Amendment of Minutes:** As an amendment to the concerns regarding the library accountant, it was found that there was, in fact, payment for services levied. Without further communication, it is assumed that tax preparation services will be provided by the same individual for 2021.

**Staffing:** Staff member Paul Lavin will be retiring January 1st of 2022. He would like to continue providing assistance with the Lego Robotics program. A new hire will be needed to fill the shifts he will vacate. Plans for a future posting/hire were discussed.

**Book Sale Fundraiser:** Trustee Steve Ames has proposed sale of his book, *I Just Held the Leash*, at the two library branches at a cost of \$17.00/copy. Printing costs amount to \$3.72, \$7.28 of purchase price will be donated to the Rotary Foundation, and \$6.00 of purchase price will be donated to the library. It was further suggested that a 'Meet the Author' event might happen. Should any comparable future event be put forward, the board will consider such proposals on a case- by-case basis.

**Director Evaluation:** Sue Lesar will join with Nancy Theissen to conduct the annual Evaluation of the Library Director, in compliance with the minimum state standards for libraries.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 7:38pm.

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