

Round Lake Library Board of Trustees Meeting

December 14th, 2021

Round Lake Community Room

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

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

Excused:

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 7:05pm.

Minutes: The minutes for the November 9th trustees' meeting were reviewed. The motion to approve the minutes for the 11/9/20 meeting was made by Lorrie Anthony and seconded by Sue Lesar. The minutes were unanimously approved, with two abstentions by Diane Marchand and Stacey Thayer, who were absent from the last meeting.

Directors Report/Reopening: The attached* director's report for November was discussed. Highlights include: -Library door counts and circulation stayed steady for the month, staff continue to hold smaller, in-person programming, story times are slowly increasing attendance, and the two book clubs are going strong. -Work is being done to reconfigure the website to enhance compatibility with mobile devices. Jennifer Finkle is working with Jack Scott at SALS to find the best design to make the entire site more accessible. -Library staff responsible for ordering materials will be meeting with the director to discuss the 2022 materials budget, look at the existing collections, and changing orders as necessary. -Library Staff and patrons continue to navigate the COVID-19 precautions and requirements. As of Monday, December 13 masks will be required for all indoor locations in NY State regardless, unless a business or venue has put a vaccine requirement in place. -Director Jennifer Hurd and staff applied for a SALS continuing education grant and were granted funds in the amount of \$1000 to offset costs of a planned training session..

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 2021. Motion to approve the financial documents through November 30th of 2021 was made by Emily Galloway and seconded by Diane Marchand. The motion was unanimously approved.

Dollhouse update: There have been bids made on the dollhouse fundraiser that will conclude the day after this meeting, December 15th, 2021. The winning bidder will be notified and the money donated to the library budget.

Emergency Evacuation Plan Changes: Quarterly drills will be conducted at the Malta Community Center, and meeting points for library staff during evacuation were amended from previous. A motion was made to approve the changes in evacuation plan by Angela DeMeritt, seconded by Sue Lesar, and unanimously approved.

Staff position update: Several applications have been received, and the position will stay open until after the holidays, at which point candidates will be called in for interviews.

Executive Session: Nancy Thiessen moved to enter executive session for discussion of a personal matter with the director. Lance Spallholz moved to exit executive session, and the library director was excused from the meeting. Nancy Thiessen moved to re-enter executive session for the purpose of reviewing the evaluation of the library director. Nancy Thiessen moved to exit executive session.

Adjournment: A motion to adjourn was made by Lorrie Anthony at 8:03pm.

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