

## Round Lake Library Board of Trustees Meeting

January 11th, 2022

### Zoom Teleconference

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

**Excused:** Lance Spallholz, Emily Galloway

**Absent:** None

**Director:** Jennifer Hurd

**Public:** None

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

The meeting was called to order by Nancy Theissen at 7:04pm.

**Minutes:** The minutes for the December trustees' meeting were reviewed. A motion to approve the minutes of the 12/14/21 meeting was made by Lydia Hoffman, and seconded by Marlene Sweet. The minutes were unanimously approved.

**Directors Report:** The attached\* Director's report for December was discussed. Highlights include: -2021 total circulation was 60,939; an increase of 16,868 over 2020. 202 saw the return of many patrons to the library buildings and a continued increase in use of digital material. -The library applied for and was granted the SALS Continuing Education Challenge grant in the amount of \$1,000 with the intent to help defray costs for the director and assistant director to attend the 2022 PLA Conference. -The library distributed 100 take n' make gingerbread house kits to families in our service area for the annual gingerbread house program. -The website redesign continues ; many items have been added or updated to increase accessibility. -The 2022 Trustee Book Club will have 6 sessions, one per month through June, on a variety of topics for library trustees. Sara Dallas highly recommends attending as many as possible. -Library staff responsible for ordering materials met in December to discuss the 2022 materials budget. Laura Sheehan will be taking over the non-fiction ordering from Paul Lavin, who recently retired. The key staff responsible for ordering will also be attending a demo for 'Hoopla', an online platform from Midwest Tape that allows patrons to check out audiobooks, eBooks, movies and TV series. Hoopla would supplement Overdrive, currently offered through our library system. During 2020 and 2021 the use of Overdrive increased and we are looking additional platforms to provide patrons with material. System-wide there were 266,000 items downloaded through Overdrive in 2021, a 4% increase from 2020 and the wait time for material can be anywhere from 1 - 3 months. Hoopla is used by several libraries in the SAL system and has helped to provide additional materials to patrons.

**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 December of 2021. Motion to approve the financial documents through December 31st of 2021 was made by Sue Lesar and seconded by Diane Marchand. The motion was unanimously approved

**Trustee Terms Update:** The terms for each of the members of the board were briefly reviewed.

**Dollhouse Update:** The fundraiser dollhouse was successfully sold for \$280, and picked up by the buyer.

**Accountant Update:** On November 11th, 2021 the tax return was received from the accountant. A few small edits were required and communicated. A bill for services rendered was received and paid in December 2021. The audit was received on December 31st of 2021. All required accounting services for 2021 are complete.

**Staff Update:** A number of applications for the open position at the library have been received and are currently being reviewed for interview candidates.

**Staffing through COVID surge:** With two members of staff currently out for quarantine, the possibility of future closures due to lack of staffing was discussed. While there is hope closures will not be required, the likelihood is relatively high at this time.

**Library Minimum Standards:** The new library minimum standards went into effect as of January 1st, 2022. All required updates for the Round Lake Library have been made, and the library is in compliance.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 7:36 pm.

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