

## Round Lake Library Board of Trustees Meeting

February 9<sup>th</sup>, 2022

In person at the Round Lake Village Hall Community Room

**Trustees Present:** Lance Spallholz, Diane Marchand, Stacey Thayer, Marlene Sweet, Lydia Hoffman

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

**Excused:** Nancy Theissen, Sue Lesar, Emily Galloway, Angela DeMeritt, Jennifer Hurd - Director

**Absent:** None

**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 Lance Spallholz at 7:05pm.

**Minutes:** The Board reviewed the January 2022 minutes and noted that 2022 had been mistyped. A motion to accept the minutes as amended was made by Stacey Thayer and seconded by Lydia Hoffman. Minutes were approved 6-0 with one abstention.

**Director's Report:** Jennifer Hurd was unable to attend the meeting. Her monthly report was reviewed. She had also send an individual email, listed below, which was also reviewed.

- 1) In my report I mentioned that we are going to move forward with Hoopla digital service. I will provide a more detailed overview at the March Trustee meeting. But in general, it is another digital platform that patrons can access ebook, audio books, movies, TV series and magazines on. It will help with the backlog and wait time that continues to grow with Overdrive/Libby.
- 2) Staff update: We have received 6 applications and Marybeth Max (assistant director) and I have conducted 2 interviews thus far. One applicant withdrew her application when contacted to schedule an interview. We have 3 other interviews schedule in the coming week. It has been a bit challenging to schedule them as Marybeth and I have been covering shifts to make up for staff illness that has been making the rounds.
- 3) Annual Report: The annual report link was opened up on 1/28/22. It is due to SALS by March 1<sup>st</sup>. I have started the report but have not been able to complete it before the trustee meeting this week due to covering shifts, closing buildings due to illness, snow and heat and other tasks that need attention. I hope to have it completed by the end of next week and out to the trustee for review by Friday 2/18. To submit it to SALS, the trustees need to approve it. A special meeting will have to be arranged since it is due before our March meeting. I am scheduled to be away Feb 24-March 1. Would it be possible to schedule a special meeting for Monday 2/21 or Tuesday 2/22? The annual report could be approved as well as a consensus on the pay rate for the new hires – interviews should be done by then and I would know who we would like to hire.

**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 January of 2022. A message from Nancy Theissen indicated that the budget balance deficit for 2021 reported in January had been adjusted after revised accounting figures had been received from Adirondack Trust Company. Motion to approve the financial documents through January 31st of 2022 was made by Lorrie Anthony and seconded by Diane Marchand . The motion was unanimously approved.

**Accountant Update:** Diane Marchand reported that all taxes have been paid and a bill received from the accountant has also been paid. Perhaps Nancy Theissen will have more to report at the next meeting.

**Staff Update:** As noted in the Director's email several applications for the open positions at the library have been received and are currently being reviewed and interviews of candidates are being held.

**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. As noted above the Director has replaced staff during absences.

**Discussion:** There was a brief discussion about the cost of Hoopla. This will be covered at the March meeting.

As a result of the Library closures on Thursday, February 3<sup>rd</sup>, Friday, February 4<sup>th</sup> (both weather related) and Saturday February 5<sup>th</sup> (Clark House had no heat), Lance Spallholz had asked the Director on the phone if the staff that missed shifts as a result of the closures would receive pay for the missed shifts. Lance reported asking this question to the Trustees and asked that they think about the issue so that discussion could be held at the regular March meeting. Also, it is possible that there is already a policy in place for this type of event so that needs to be researched.

**Adjournment:** Because of the two items noted by the Director that need to be completed before our March meeting, this meeting is held open until February 22, 2022, for conducting a ZOOM meeting to complete the following two items of business.

1. The Trustees will discuss and approve the Library's annual report to SALS. Jennifer will forward to the trustees a copy of the completed Annual Report via email so that it can be discussed at the ZOOM meeting on the 22<sup>nd</sup>.

2. Candidate interviews will have been completed before the 22<sup>nd</sup> and the Director will inform the Trustees about her recommendations for hiring and the Trustees will discuss pay rates for those that will be offered the positions.

The meeting is held open. Adjournment was at 7:50.

Submitted by Lance Spallholz with a thank you to Angela as her format and typing of names were lifted from the January minutes.

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