

Round Lake Library Board of Trustees Meeting

July 12th, 2022

Round Lake Community Room

Trustees Present: Nancy Theissen, Diane Marchand, Stacey Thayer, Sue Lesar, Lance Spallholz

Associate Trustees Present: Angela DeMeritt

Excused: Lorrie Anthony, Steve Ames, Marlene Sweet, Emily Galloway, Lydia Hoffman

Absent:

Director: Jennifer Hurd

Public: None

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

The meeting was called to order by Nancy Theissen at 7:05pm.

Minutes: The minutes for the June 14th trustees' meeting were reviewed. A motion to approve the minutes of the 6/14/22 was made by Sue Lesar and seconded by Emily Galloway. The minutes were unanimously approved with abstentions by Emily Galloway and Lydia Hoffman, who were absent from the last meeting.

Directors Report: The attached* Director's report for June was discussed. Highlights include: -Circulation and door count increased for June. The summer reading program started on June 25th and as of July 5th, 135 children received summer reading bags and 23 enrolled using Read-Squared (online reading tracker). The Summer in-person programming will begin the week of July 5th, with regular story times, special programs, and a program series for the Malta day camp participants. -The new book drop at the Malta Branch has been installed and is working well. -SALS, through a grant, has hired Unity Web Agency to help redesign and create new WordPress templates for the library websites. This redesign will incorporate accessibility tools and better mobile device capability. Library staff have received some training on the new template and provided feedback to Unity. The anticipated roll out is scheduled for mid-July. When the official template is received staff will work to create our new website and aim to go live early this fall. -The Saratoga Children's Museum passes will be available for checkout beginning July 11th. The library has 2 sets of family passes as well as 4 Science-at-Home kits courtesy of the museum and a Global Foundries grant. -On June 7th the library was closed for a staff development day. The morning session was spent at Clark House and began with a general staff meeting. We invited the Round Lake Fire Department to come and walk through evacuation procedures with staff and answer questions. They will return for a full demonstration on fire extinguisher use. Staff then moved to the Malta branch for lunch and the second half of the day. Procedures were reviewed, and book challenges happening in libraries around the country were discussed, and plans made for upcoming programs.

Library Statistics: Monthly reports for the library statistics were reviewed. *Copies attached.**

Budget/Quarterly Reports/Warrants: Nancy Theissen made a motion to amend the May 31st budget line item of "software and repairs" into which the new book drop was mistakenly placed, to the "repairs and maintenance" line item, designated as "book drop". The motion was seconded by Lorrie Anthony and unanimously approved. The Board reviewed the monthly reports for the library budget, as well as profit/loss, balance sheets, and warrants for June of 2022. Motion to approve the financial documents through June 30th of 2022 was made by Lorrie Anthony and seconded by Stacey Thayer. The motion was unanimously approved.

Announcements: There will be a Budget Prep Meeting held July 14th, at 1pm, in the Malta Branch. There will be a Collection Management Policy and Webinar held July 19th that will be attended by members of the library staff and is open to Board members who would like to attend.

Book Sale Volunteers and Updates: A sign up sheet was circulated among library board members to volunteer for the book sale fundraiser to be held in August. Preparations for the book sale were discussed.

Clark House Fire Alarm Update: Library director, Jennifer Hurd, is looking into options for fire monitoring companies per suggestions by the fire inspector.

Cyber Security Insurance Policy: Inquiries were made into the need for cyber security insurance to protect the library systems against hacking and ransomware. SALS does not cover cyber security insurance, so the library director will be looking further into providers and pricing.

SALS Assurance Forms: SALS purchased routers for library systems some years ago, and it is now necessary to replace and upgrade them. Lance Spallholz made a motion to authorize board president Nancy Theissen to sign the assurance forms for router replacement. The motion was seconded by Sue Lesar and unanimously approved.

125th Anniversary Ideas: Grocery totes will be purchased with the library logo to be optional for purchase at the book sale. Other possibilities for activities and celebrations were also discussed.

Adjournment: A motion to adjourn was made by Nancy Theissen at 7:40pm.