

## Round Lake Library Board of Trustees Meeting

October 11th, 2022

Round Lake Community Room

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

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

**Excused:** Lydia Hoffman, Marlene Sweet

**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 7:04 pm.

**Minutes:** The minutes for the September 13th trustees meeting were reviewed. It was pointed out that a small error was made, neither Sue Lesar nor Lorrie Anthony attended the September meeting. A motion to approve the minutes of the 9/13/22 meeting was made by Stacey Thayer and seconded by Diane Marchand. The minutes were unanimously approved with absentions by Angela DeMeritt, Steve Ames, Sue Lesar, and Lorrie Anthony all of whom were absent from the last meeting.

**Directors Report:** The attached Director's report for August was discussed. Highlights include: The library hosted two in person events: The September 11th Memorial Collection, donated by local resident, first responder, and 9/11 recovery team member, Kathleen Shaw, was dedicated on September 15, 2022. The collection includes books, magazines, newspaper articles and memorabilia related to the attacks and aftermath. The second event featured Malta resident and new author Ryan Hogan for an author talk and book signing of his new children's book *Why Should I Climb This Tree*. Thanks to Sue Lesar and Lorrie Anthony for helping at Community Day. The library featured two story times at the event, and had the opportunity to connect with members of the community.

**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 2022. Motion to approve the financial documents through September 30th of 2022 was made by Lorrie Anthony and seconded by Lance Spallholz. The motion was unanimously approved.

**Staffing:** A staff member has been out for maternity leave and will be returning, but will be working reduced hours due to childcare. Another person must be hired to cover Thursday, Friday, Saturday hours at the library. It was agreed that the position will be posted for a new hire to fill the vacancy.

**Volunteers:** The library director was approached by Cheryl Maurow Saratoga County Training and Service on behalf of a woman who needs court appointed service hours. The individual has previous experience working in a library. She would help with dusting shelves and upkeep of both library buildings. The board all agree that decisions regarding volunteer help will be left to the library director.

**Board Resignation:** Nancy Theissen, board president, received an official letter of resignation from Emily Galloway from the board of trustees. Possible candidates for filling the vacancy will be investigated. Emily's term ends in January 2026, so a new board member would cover the remainder of her term.

**Insurance Question:** David Meager, who handles insurance for the library, notified the board that a bill for an insurance policy was yet unpaid. The bill will be submitted to WRLIS, at which point the board pays for  $\frac{1}{3}$  of the total. There are no penalties for late payment, and the oversight will be rectified.

**Adjournment:** A motion to adjourn was made by Diane Marchand at 7:34pm.