

**Round Lake Library Board of Trustees
Meeting Agenda
September 12, 2023
Round Lake Village Community Room**

- 1) Call to Order
- 2) Minutes
- 3) Director's Report
- 4) Statistics
- 5) Budget/Quarterly Reports/Warrants
- 6) Book Sale Report
- 7) Employee Retention Refund
- 8) Malta Neighbors
- 9) Meeting with Dave Meager
- 10) Network Shelf/Box at Clark House
- 11) Nalox Box
- 12) Malta Branch Hours
- 13) Museum Pass – Proposed Change in Circulation Policy
- 14) Adjournment

Round Lake Library Board of Trustees Meeting

August 8th, 2023, 7:00pm

Round Lake Community Room

Trustees Present: Nancy Theissen, Stacey Thayer, Sue Lesar, Lance Spallholz, Lydia Hoffman, Jennifer Flannery, ~~Marlene Sweet~~, Rob Faivre

Associate Trustees Present: Angela DeMeritt, Barbara Warn, Lorrie Anthony

Excused: *Marlene Sweet*

Absent:

Director: Jennifer Hurd (not present)

Public: None

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

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

Introduction of Rob Faivre - new trustee: Rob Faivre was introduced and welcomed to the board.

Minutes: The minutes for the 7/11/23 meeting were reviewed. A motion to approve the minutes of the July meeting was made by Sue Lesar and seconded by Lorrie Anthony. The minutes were unanimously approved, with an abstentions by Angela DeMeritt and Jennifer Flannery who were absent from the July meeting.

Directors Report: The attached* Director's report for July was discussed. Highlights include: -In July staff conducted 41 programs for children, teens, families and adults. All programs were well attended. -The library thanks Assemblywoman Carrie Woerner for joining us at two story time programs in July, one in Round Lake and one in Malta. -The summer reading program has had over 300 children participate in programs, activities and raffles, while the reading raffle for adults currently has over 200 tickets entered for a chance to win a basket, assembled by staff member Susan Markarian-Poran, containing products donated by local businesses. -The 2023 computer order arrived and all new computers have been installed. -SALS also purchased (through a grant) new Meraki wireless routers for all SALS libraries. Both Round Lake and Malta received theirs a few weeks ago and everything is working fine. The wi-fi signal in both branches is now stronger and more reliable. -Clark House received several repairs to the router system, the phone line, and the porch door.

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 July of 2023. Motion to approve the financial documents through July 31st of 2023 was made by Lance Spallholz and seconded by Stacey Thayer. The motion was unanimously approved.

Malta Neighbors Update: The August issue will be coming out soon, featuring the first article about the Round Lake Library. Lorrie Anthony and director Jennifer Hurd worked together to submit a second article that will appear in the September issue.

Budget Updated: A mistake was made in the budget approval vote during the July meeting, in that pay increases for library staff were included in the vote though they must be voted on as a separate item. Stacey Thayer made a motion to approve the pay increases for library staff. The motion was seconded by Lydia Hoffman. The motion was unanimously passed, with one abstention by WRLIS president Jennifer Flannery.

Book Sale Reminders: A review of help needed for the upcoming book sale was made.

Adjournment: A motion was made to adjourn the meeting at 7:25 by Lorrie Anthony.