

**Round Lake Library Board of Trustees Meeting
January 10th, 2023, 7pm
Round Lake Community Room**

Trustees Present: Nancy Theissen, Marlene Sweet, Stacey Thayer, Sue Lesar, Lance Spallholz, Lydia Hoffman

Associate Trustees Present: Lorrie Anthony, Barbara Warn

Excused: Diane Marchand, Mark Marion, Angela DeMeritt

Absent:

Director: Jennifer Hurd

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 7:03pm.

Minutes: The minutes for the 12/13/22 meeting were reviewed. A motion to approve the minutes of the December meeting was made by Lorrie Anthony and seconded by Lance Spallholz. The minutes were approved with 2 abstentions.

Directors Report: The attached* Director's report for November was discussed. Highlights include: -During 2022 the library returned to full in-person programming and visits increased by 31,000 as compared to 2021, as did circulation of physical and digital items. Hoopla (a digital platform) was a new addition that increased patron access to ebooks, audiobooks, movies, and television series. -The gingerbread house program was held in-person for the first time since 2019, and the three sessions held were very successful. The materials for 2 sessions that were canceled due to illness were made into take-home kits. - Library website redesign is nearly complete. Senior Library Assistant Jennifer Finkle has worked to create the new site design from a template created by Unity Web Agency. The design is being reviewed by staff. -Monthly staff meetings will now be held via Zoom monthly, with two in-person staff meetings each year. Holding meetings via the Zoom platform allows staff spread over two library meetings to meet more easily. Holding meetings once monthly will allow staff to communicate more effectively. -The Library Director and Associate Director attended the Global Foundries Town of Malta Foundation grant presentation on December 14th to receive the \$1200 grant that will be used to increase the museum pass program offered 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 2022. Motion to approve the financial documents through December 31st of 2022 was made by Marlene Sweet and seconded by Stacey Thayer. The motion was approved, with 2 abstentions.

Social Media Policy: The policies for use of social media by the library, and allowable comments/interaction with followers/community partners, were reviewed and discussed by the board. A draft of the policies with suggested changes from last month's meeting was prepared by the library director and again reviewed by the trustees. A motion to approve the Social Media Policy was made by Lance Spallholz, seconded by Sue Lesar and unanimously approved.

Electrical Outlet in Malta: Jennifer Hurd reported that when the fire marshal conducted his annual inspection he found that the staff workroom refrigerator was plugged into a power strip. This is not allowed. To temporarily address the issue, the refrigerator has been relocated. Jennifer suggested having a new outlet installed. According to our agreement with the town, this would be the library's responsibility. According to the town comptroller, we are not required to get 3 estimates. Lance Spallholz suggested replacing the current refrigerator cord with a longer one. Marlene Sweet will contact electrician, Jason Miller, to see if this is feasible and if he could do the work.

JA (Joint Automation) Agreement: Each year we are required to review and sign the JA Agreement. Joint Automation is essentially the IT Department for SALS and they handle our computers and supporting systems. Jennifer Hurd said there were no changes in the document from last year. Sue Lesar made a motion to have Nancy Theissen, as trustee president, sign the agreement. The motion was seconded by Lorrie Anthony and unanimously approved. Nancy signed the agreement and Jennifer Hurd will send it to SALS.

Election of Board Trustees Officers: According to the By-Laws of the Round Lake Library Board of Trustees "Officers shall be elected by a majority vote of the Board annually."

The slate of officers was presented as follows:

President	Nancy Theissen
Vice President	Lance Spallholz
Secretary	Sue Lesar
Corresponding Secretary	Stacey Thayer

The board voted and approved unanimously.

Strategic Plan: Nancy Theissen noted that we should periodically review the Round Lake Library Strategic Plan (2019-2024). She and Jennifer Hurd will send out a copy of the plan prior to February's meeting. That copy will color highlight which items have been completed, those that are in progress, and those that still need to be addressed.

Other: Lance Spallholz noted that the February Trustees meeting is on Valentine's Day. After brief discussion, we decided to hold the February 14, 2023 meeting at 5pm. The proper notifications will be made.

Adjournment: A motion to adjourn was made by Marlene Sweet at 7:39:pm.