

Round Lake Library Board of Trustees Meeting

February 14th, 2023, 5:00pm

Round Lake Community Room

Trustees Present: Nancy Theissen, Diane Marchand, Stacey Thayer, Lance Spallholz, Lydia Hoffman, Mark Marion

Associate Trustees Present: Angela DeMeritt, Barbara Warn

Excused: Marlene Sweet, Lorrie Anthony, Sue Lesar

Absent:

Director: Jennifer Hurd

Public: None

Meeting Dates: Jan 10, Feb 14 (SALS report), Mar 13, Apr 11, May 9 (budget sub-committee), 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 5:04 pm

Minutes: The minutes for the 1/10/23 meeting were reviewed. A motion to approve the minutes of the January meeting was made by Lydia Hoffman and seconded by Stacey Thayer. The minutes were unanimously approved with abstentions by Mark Marion and Angela DeMeritt.

Directors Report: The attached Director's report for January was discussed. Highlights include: -Library circulation, in person programming and public computer usage increased over last month, despite 2 early closures and one full day closed due to weather. -Museum passes for the library museum pass program have been purchased and staff are working on processing and preparing them for circulation, with the intent to begin circulation by mid-February at both branch locations. -Inventory has come due again, last conducted in 2018, and senior staff member Jennifer Finkle will be managing the inventory process. -Library patrons have access to both Hoopla and Overdrive platforms for checkout of digital material. Hoopla is purchased by individual libraries, while Overdrive is a shared resource with all SALS libraries. Recently SALS began looking into the possibility of sharing Overdrive material with Mohawk Valley Library System (MVLS), as we already share our Polaris catalogs. MVLS has agreed and SALS is working to coordinate the setup. SALS is also reaching out to Upper Hudson and Mid-Hudson Library Systems. This is just one way that libraries are trying to provide the best service to all patrons. -Patrons now have access to magazines through Overdrive thanks in part to Saratoga Springs Public Library, Clifton Park-Halfmoon Public Library and Crandall Public Library. Patrons can check magazines as they would any other electronic resource on Overdrive. There are over 4,000 titles available at all times. Round Lake Library patrons can also access magazines through the Hoopla Binge Pass, available on our Hoopla platform.

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 2023. Motion to approve the financial documents through January 31st of 2023 was made by Lance Spallholz and seconded by Mark Marion. The motion was unanimously approved.

Electrical Outlet in Malta Update: Terry Barnes, Head of Maintenance, for the Town of Malta inspected the problem identified by the fire marshall and determined that T&J Electric, who has the contract for electrical work with the town, will need to install the new outlet to accommodate the refrigerator in the staff workroom. A quote will be submitted, hopefully followed by a new outlet installation.

Annual Report Approval: Director Jennifer Hurd prepared the annual report in advance of the February meeting. The report was reviewed by the board. A motion was made to approve the 2022 annual report by Nancy Theissen and seconded by Lydia Hoffman. The motion was unanimously approved.

Museum Pass Circulation: Library director, Jennifer Hurd, has suggested a revision to the museum pass circulation policy, changing a hold from 7 days to 3 days, and loan time will also be 3 days, to improve circulation among patrons. Fines will be assessed at a rate of \$1.00 per day for overdue returns of the passes. A motion was made to change the museum pass circulation policy by Mark Marion and seconded by Stacey Thayer. The motion was unanimously approved.

Strategic Plan: The board, along with library director, Jennifer Hurd, reviewed the strategic plan and discussed goals for the library. It was suggested that the board might contribute to some survey questions to further the goals of community outreach. Discussion will continue during the March meeting.

Trustee Terms: The elections of board officers and trustee term limits were discussed.

Adjournment: A motion to adjourn was made by at 5:44pm.