

**Round Lake Library Board of Trustees Meeting**

**April 11th, 2023, 7:00pm**

**Round Lake Community Room**

**Trustees Present:** Nancy Theissen, Diane Marchand, Stacey Thayer, Sue Lesar, Lance Spallholz, Lydia Hoffman, Jennifer Flannery, Marlene Sweet

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

**Excused:** Mark Marion

**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 7:02 pm.

**Minutes:** The minutes for the 3/14/23 meeting were reviewed. A motion to approve the minutes of the March meeting was made by Stacey Thayer and seconded by Sue Lesar. The minutes were unanimously approved with an abstention by Marlene Sweet.

**Directors Report:** The attached\* Director's report for March was discussed. Highlights include: -Circulation increased by more than 900 items for the month of March. The visitor count, for both locations, increased by more than 2500. The community is utilizing library resources, such as meeting rooms and computers, to a greater degree than has been seen in the previous three years. -Museum passes became available during the week of March 27th, 2023 and in the short time they have been available there were 10 circulations of 6 passes. -Senior staff member Jennifer Finkle attended a Computers in Libraries conference in Washington, D.C. at the end of March. Jennifer maintains the library's social media accounts, website maintenance and behind-the-scenes Polaris work (ILS). Jennifer will summarize and present the information she learned to the rest of the staff during the upcoming staff development day. -All library staff completed Phishing training, given by JA (SALS IT). The training is now required annually for all library staff, for new hires, and as periodic email tests and short informational training sessions.

**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 March of 2023. Motion to approve the financial documents through March 31st of 2023 was made by Lorrie Anthony and seconded by Sue Lesar. The motion was unanimously approved.

**Strategic Plan Update:** Associate trustees Barbara Warn and Lorrie Anthony began investigating needs for a strategic plan for the future of the library, meeting the needs of the community served. Possibilities discussed included simple surveys of patron needs, articles in local publications such as Malta Neighbors and The Guide to inform town residents of the services the library provides.

**Community Art Installation Update:** Ms. Zigler, a library patron, is working on putting together criteria to seek artists for an installation beginning summer 2023. She will handle submissions, and is seeking child artists to start the program.

**Computers:** Four of the computers in the libraries are in need of replacement, 2 staff and 2 public use; the warranty is expiring. Costs and timelines for replacement were discussed. The costs have been included in the budget for the year.

**Annual Meeting Attendance and Meal Choices:** The number of trustees attending and their meal choices for the annual meeting were recorded.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 7:40pm.