

Round Lake Library Board of Trustees Meeting

May 9th, 2023, 7:00pm

Round Lake Community Room

Trustees Present: Nancy Theissen, 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 7:01 pm.

Minutes: The minutes for the 4/11/23 meeting were reviewed. A motion to approve the minutes of the April meeting was made by Stacey Thayer and seconded by Jennifer Flannery. The minutes were unanimously approved.

Directors Report: The attached* Director's report for April was discussed. Highlights include: -Despite a slight drop in circulation and door count, the number of programs, as well as patron attendance of said programs, increased during April. Programs included the Ukrainian Egg decorating program and presentations by Malta Town historian Paul Perreault and Round Lake historian Lance Spallholz. -The yearly computer order was submitted in early April to JA with an anticipated delivery date mid-summer. -The new museum pass program has been well received. For the month of April there were 25 circulations of individual passes. -The library has set up a new calendar system to go along with our new website design, as well as beginning use of the Constant Contact platform to send electronic newsletters to patrons, with the first newly-formatted newsletter sent as of May 1st. -Inventory began in April and thanks in part to the many upgrades made to Polaris, is going quickly. -The annual report was accepted by the Division of Library Development.

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 April of 2023. Motion to approve the financial documents through April 30th of 2023 was made by Lorrie Anthony and seconded by Sue Lesar. The motion was unanimously approved.

Strategic Plan Update: Estimates are being collected for the cost of printing welcome brochures that would provide new residents information on the library. Further exploration is being conducted.

Staff Development Day: Director Jennifer Hurd requested to close the library for one day to conduct a staff development day for presentations to library employees. A motion was made to close the library for the purposes of a staff development day on Tuesday, June 20th by Lance Spallholz and seconded by Sue Lesar. The motion was unanimously approved.

Clark House Book Shelves: Some of the shelves in the Clark House are bowing and becoming damaged. Repairs may be needed, and possible persons to perform the work were discussed.

Annual Meeting Coordination: The trustees attending the annual meeting discussed possible carpooling arrangements.

Review of Budgeting Process: Trustee Lance Spallholz suggested a future executive session to discuss the process for developing the annual budget for the library. It was proposed that the meeting be held in July to familiarize the entire board with the process for creating the budget.

Adjournment: A motion was made to adjourn the meeting at 7:44 by Lorrie Anthony.