

**Round Lake Library Board of Trustees Meeting
July 11th, 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 Wam

Excused: Jennifer Sullivan, 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 6/13/23 meeting were reviewed. Two corrections: Under Strategic Plan Update, the last sentence should read, "The cost was \$285 for printing 1000 fliers, approximately 200 of which have already been handed out during May and June." Also, the meeting adjournment time was listed as 7:01pm. We think it was around 7:20pm. A motion to approve the minutes of the June meeting with the above changes was made by Lorrie Anthony, seconded by Stacey Thayer and unanimously approved. **Copies attached.***

Directors Report: The attached* Director's report for June was discussed. Highlights include: - Increased circulation during the month of June, public art display in Clark House managed by Mue Ziegler, and a staff development day which included fire extinguisher training and mini work sessions for Polaris procedures and work policies.

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 June 2023. Motion to approve the financial documents through June 30, 2023 was made by Sue Lesar, seconded by Lydia Hoffman and unanimously approved. **Copies attached.***

Trustee Update: Lance Spallholz contacted Rob Faivre to see if he was interested in becoming a trustee to fill the vacancy created by Mark Marion's resignation. He would like to take on that role and will likely be voted in at the next WRLIS meeting.

Malta Neighbors Update: As a result of discussion at last month's meeting, Lydia Hoffman wrote an article for the Malta Neighbors Magazine highlighting the history of the Round Lake Libraries along with the specifics of how they serve the needs of all patrons. In addition, the Annual Book Sale which is a part of the Markets at Round Lake was featured as a library fund raiser. There was an accompanying photo of last year's book sale (taken by Lance Spallholz). Submission by July 1st was critical in order for it to be published in the August issue. Franchesca Caputo, content coordinator, assured that it would be in the hands of Malta residents prior to the Book Sale. Lorrie Anthony shared her feelings about featuring more information specifically about the Malta Branch as it's one of the Strategic Plan goals.

Book Sale: Nancy Theissen distributed sign-up sheets for trustees to volunteer at the Book Sale in August. There is a need for transporting, sorting, selling and repacking.

**Lorrie Anthony made a motion that we move to Executive Session to draft the 2024 Library Budget
Nancy Theissen made a motion to move out of Executive Session at 8:25**

Budget: All of the trustees present at this meeting participated in the budget process. Lance Spallholz made a motion to approve the proposed 2024 Round Lake Library Budget. It was seconded by Lydia Hoffman and unanimously approved. ***Copy attached****

Adjournment: A motion to adjourn was made by Marlene Sweet at 8:31:pm.

**** attached indicates that copies are available for viewing at each of the library branches***