

Round Lake Library Board of Trustees Meeting
August 13th, 2024, 7:00pm
Round Lake Community Room

Trustees Present: Nancy Theissen, Sue Lesar, Rachel Garrison, Rob Faivre, Stacey Thayer, Marlene Sweet, Jennifer Flannery

Associate Trustees Present: Barbara Warn

Excused: Angela DeMeritt, Lorrie Anthony

Absent:

Director: Jennifer Hurd

Public: None

Special Guest:

Meeting Dates: Jan 9, Feb 13 (SALS report), Mar 12, Apr 9, May 14 (budget subcommittee), Jun 11, Jul 9, Aug 13 (approve budget), Sep 10, Oct 8, Nov 12, Dec 9

The meeting was called to order by Nancy Theissen at 7:00pm.

Minutes: The minutes for the 7/9/24 meeting were reviewed. A motion to approve the minutes of the July meeting was made by Stacey Thayer and seconded by Rachel Garrison. The minutes were unanimously approved. *Copy attached**

Directors Report: The *attached** Director's report for July was discussed. Highlights include: An increase in circulation, program attendance, Hoopla and Overdrive. There are 275 kids and 23 teens participating in the summer reading challenge. The library is running a weekly series for the Malta campers. The library received the LLSA (Local Library Service Aid) for \$5,285. Scott Rigney is working to fix some leakage problems in the media room following heavy rainstorms.

Library Statistics: Monthly reports for the library statistics were reviewed. Marlene Sweet noted one discrepancy in the Take'N and Make Kits. Jennifer Hurd will make the correction. *Copy 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 July 2024. A motion to approve the financial documents through July 31, 2024 was made by Barbara Warn and seconded by Sue Lesar. The motion was unanimously approved. *Copy attached**

Staff Update: Four interviews were conducted and two offers were made for filling library assistant vacancies. Nancy Theissen made a motion to approve the hiring of Deborah Plantier and McKenzi Ryan as library assistants. Rob Faivre seconded and the motion passed unanimously.

Book Sale: The book sale raised \$5,016 with an expected additional \$60 to come in this week. A suggestion was made to have a Venmo option advertised next year.

Malta Community Day: The annual event is on Sept. 7th from 10am-3pm. Jennifer Hurd can cover till noon. Jennifer Flannery will replace her until 1:30 and Nancy Theissen will cover 1:30 - 3.

Budget: A subcommittee consisting of Jennifer Hurd, Nancy Theissen, Marlene Sweet, and Lorrie Anthony met and drafted a 2025 budget with both percentage and specific monetary hourly increases for each staff member. Marlene Sweet reviewed the document with the board. A motion to approve the proposed budget was made by Stacey Thayer, seconded by Rob Faivre and unanimously approved. It will go to WRLIS for a vote on 8/15/24. If approved it will be submitted to the Town of Malta. The due date is September 10, 2024. *Copy attached**

Lance Spallholz: The Round Lake Library received a \$1,000 grant from Karen and George Williams in memory of Lance Spallholz. Nancy Theissen will write a thank you note. The board discussed some possible options for its designation. We agreed to talk with his wife, Norma, before making a decision.

Adjournment: Rachel Garrison made to adjourn the meeting at 7:43.