

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

Trustees Present: Stacey Thayer, Rob Faivre, Nancy Theissen, Lance Spallholz, Marlene Sweet
Associate Trustees Present:, Barbara Warn
Excused: Sue Lesar, Angela DeMeritt, Lorrie Anthony
Absent:
Director: Jennifer Hurd
Public: None
Special Guest:

Meeting Dates: Jan 9 (election of officers), 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

Call to Order: The meeting was called to order by Nancy Theissen at 7:02 pm.

Minutes: The minutes for the 1/9/2024 meeting were reviewed. A motion to approve the minutes of the January meeting was made by Stacey Thayer and seconded by Barbara Warn. The minutes were approved, with an abstention by Lance Spallholz who was absent from the January meeting.

Directors Report: The attached* Director's report for January was discussed. Highlights include: Circulation for January was good. Due to the increased use of digital materials and changes in the Annual Report to the state, the monthly statistical sheets will now break down the digital categories to better show what material is being used. The Global Foundries grant allowed the library to renew the current museum passes as well as add a few new ones. The Library also received a Love Your Library grant from NYS that was distributed by SALS to libraries that have summer reading programs. It can be used for both programming and related supplies. All library staff completed a cyber security awareness training. Our new library assistant, Olivia DeRagon, started Jan 23, 2024 and will be working in both buildings.

Library Statistics: Monthly reports for the library statistics were reviewed. *Copies attached.**

Budget/Monthly Reports/Warrants: The Board reviewed the monthly reports for the library budget, as well as the profit/loss balance sheets and warrants for January 2024. Motion to approve the financial documents through January 31, 2023 was made by Lance Spallholz and seconded by Barbara Warn. The motion was unanimously approved. Lance also noted that we have not received the January quarterly disbursement from the Town of Malta. Nancy Theissen will follow up on this.

Election of Officers: As per Article II of the Round Lake Library By-Laws, "Officers shall be elected by a majority vote of the Board annually." As a reminder this will be added to the Meeting Dates calendar for January. Marlene Sweet made a motion to present the following slate of officers: President, Nancy Theissen, Vice-President, Lance Spallholz, Secretary, Sue Lesar and Corresponding Secretary, Stacey Thayer. It was seconded by Barbara Warn and unanimously approved.

Challenge Grant: Jennifer Hurd informed the trustees that SALS is offering Challenge Grants of up to \$5,000 to improve the function of member library buildings. She suggested that we apply for this grant to upgrade our fire/smoke detectors and hardwire them into our security system. The idea came as a result of visits from the Round Lake Fire Chief noting that our current system does not allow for anyone being notified if the smoke detector goes off, other than if people are in the building. She has contacted several local library directors to ask who they use and their satisfaction with service. She has scheduled appointments with 3 companies for estimates. The grant application is due on Apr 1, 2024. Nancy Theissen will do the paperwork.

Annual Report: Prior to this meeting Jennifer Hurd shared a draft of the 2023 Annual Report noting the changes from last year. A motion was made by Nancy Theissen to approve the 2023 Annual Report. It was seconded by Stacey Thayer and unanimously approved.

Trustee Position: Board members discussed possible candidates to fill Lydia Hoffman's trustee position, noting that anyone interested would also have to fulfill the WRLIS voting membership requirement of attendance at 4 WRLIS

meetings within a 12-month period. The group decided to announce the vacancy at the next WRLIS meeting to see if anyone is interested in the position.

Malta Neighbors Magazine: As requested by the Board, Barbara Warn reached out to someone at the Malta Neighbors magazine regarding circulation/distribution. She asked if some copies could be given to both libraries each month. It does not seem like they will do that.

Adjournment: A motion was made to adjourn the meeting at 7:38 by Stacey Thayer.