

Round Lake Library Board of Trustees Meeting

January 9th, 2024, 7:00pm

Round Lake Community Room

Trustees Present: Stacey Thayer, Lydia Hoffman, Rob Faivre, Nancy Theissen, Sue Lesar, Jennifer Flannery

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

Excused: Lance Spallholz, Marlene Sweet

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 7:00 pm.

Minutes: The minutes for the 12/12/23 meeting were reviewed. A motion to approve the minutes of the December meeting was made by Lorrie Anthony and seconded by Sue Lesar. The minutes were unanimously approved, with an abstention by Jennifer Flannery who was absent from the December meeting.

Directors Report: The attached* Director's report for December was discussed. Highlights include: -2023 physical item circulation increased by 2,198 compared to 2022 for a total of 65,135 items circulated. Circulation of digital media contributes a further 9,104 items to the total. Libby (Overdrive) and Hoopla usage continues to increase as more and more patrons begin to use digital material. -The gingerbread house program saw an attendance of 162 patrons participate at both branch locations. In 2023 the library offered 351 programs with a total attendance of 4,735. Programs included regular story times, book clubs, several talks by local authors, presentations from the Malta Town Historian, the Round Lake Historian, and a very successful writer's workshop. The library has also continued the Take N' Make kits; 4,389 kits were distributed in 2023. -The library received the Globalfoundries Town of Malta Foundation grant in the amount of \$1,800, which will be used to continue the museum pass program for 2024. The museum pass program was very successful in 2023 and the library will be renewing all passes and adding 3 or 4 more for 2024. -Our website redesign was completed in 2023, incorporating accessibility functions as a key element. SALS received funding to hire a company to design accessible website templates that can be customized for individual libraries. The website also now includes an events calendar platform from Springshare.

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 December of 2023. Motion to approve the financial documents through December 31st of 2023 was made by Stacey Thayer and seconded by Rob Faivre. The motion was unanimously approved.

Staff Hiring Update: Interviews were conducted for three prospective candidates for the open position at the library. Olivia DeRagon, who formerly worked for the Argyle Public Library and would like to work closer to home in Malta, has been hired to fill the position. A motion was made to approve the hiring of Oliva DeRagon to the staff at the Round Lake Library by Nancy Theissen and seconded by Sue Lesar.

Trustee Terms (Nancy Theissen, Stacey Thayer, Angela DeMeritt): The need to renew trustee terms of service were discussed and plans made to ensure all is done to regulation.

Election of Officers: The procedures to elect board officers for 2024 were discussed and plans made for electing officers at a future meeting, following a meeting with WRLIS for further approval.

Trustee Training: Completion of trustee training and the process for recording of training hours was reviewed.

Director Evaluation: The director evaluation has been reviewed by Jennifer Hurd, signed, and completed.

Thank you, Lydia: Board member, Lydia Hoffman, who has served the board faithfully and well for 9 years is leaving Round Lake Village and will be resigning from the board. The board thanks Lydia for all she has done, and though she will be missed, we wish her much happiness in her new home in Glens Falls.

Fines Policy: The current policy on no fines for library materials, with the exception of 14-day loan books and materials, was discussed. The current policy will be kept moving forward, with plans to revisit the policy again later in the year while keeping track of the fines collected vs overdue items in the interim months.

Adjournment: A motion was made to adjourn the meeting at 7:42 by Lorrie Anthony.