

Round Lake Library Board of Trustees Meeting

July 9th, 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: Angela DeMeritt, Barbara Warn, Lorrie Anthony

Excused: Lance Spallholz

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 7:04pm.

Minutes: The minutes for the 6/11/24 meeting were reviewed. A motion to approve the minutes of the June meeting was made by Rachel Garrison and seconded by Sue Lesar. The minutes were unanimously approved with an abstentions by Stacey Thayer, Marlene Sweet, and Jennifer Flannery who were not present at the June meeting.

Directors Report: The attached* Director's report for June was discussed. Highlights include: -Summer reading program initiated for all ages and, as of June 30th, over 75 bags were handed out for the children's program, 12 for the teen program, and many adults have entered the raffle for the adult program. -Circulation of both physical and electronic items increased during the month of June, when compared to the totals for May. -Staff Development Day was held on Tuesday, June 11th to further collaborative work and continuing education for library staff. Mini work sessions were held for Polaris questions (ILS system), daily procedures and work policies. The staff, and concurrently the community served by the library, benefit from the opportunity for educational development provided by a day spent together.

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 of 2024. Motion to approve the financial documents through June 30th of 2024 was made by Lorrie Anthony and seconded by Barbara Warn. The motion was unanimously approved.

Staff Update: Four interviews have been scheduled to evaluate candidates for filling the two staff vacancies for the library.

Book Sale Volunteers: Sign up sheets for volunteer shifts transporting books, sorting books and working at the used book sale fundraiser that will take place in August.

Budget: The income/expenses for the library were reviewed by the board and evaluated to establish the 2025 budget. Some of the numbers in the projected budget were questioned and will be reviewed by a subcommittee consisting of Jennifer Hurd, Nancy Theissen, Marlene Sweet, and Lorrie Anthony and brought back for review by the board at the August meeting.

Adjournment: A motion was made to adjourn the meeting at 8:27 by Rachel Garrison.