

Round Lake Library Board of Trustees Meeting

June 11th, 2024, 7:00pm

Round Lake Community Room

Trustees Present: Nancy Theissen, Sue Lesar, Rachel Garrison, Rob Faivre

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

Excused: Marlene Sweet, Jennifer Flannery, Stacey Thayer, 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 7:09pm.

Minutes: The minutes for the 5/14/24 meeting were reviewed. A motion to approve the minutes of the May meeting was made by Rob Faivre and seconded by Sue Lesar. The minutes were unanimously approved.

Directors Report: The attached* Director's report for May was discussed. Highlights include: -While circulation of physical materials dropped slightly, digital circulation remained strong. The initiation of the summer reading program in June will see a strong increase in activities, events, and attendance. -The yearly computer order for both locations was placed on May 9 th . Per our computer replacement policy, the library replaces 4-5 computers each year to keep them up to date and under warranty with JA. This year 2 staff computers and 1 public in are being replaced in Malta, as well as 1 staff computer and the laptop for Clark House. The staff computers being replaced will be repurposed as catalog computers. -All employees, as well as the two newest trustees have completed the yearly NY State required harassment training. Staff have also completed the latest cyber security awareness training that is sent out through JA. These trainings highlight the importance of knowing and understanding the risk associated with phishing scams and how to recognize them. -The library was awarded the CDLC 2024 Regional Collection Grant in the amount of \$5,000. This grant is given to help libraries and local historical societies digitize collections and content and raise public awareness of these collections. This grant also helps add this content to platforms such as New York Heritage. Staff member Jennifer Finkle is heading this project in conjunction with Susan Wallin and the Village office to begin indexing and digitizing historic items that the library and village have collected throughout Round Lake's history. -The library director, associate director, board president Nancy Thiessen, and trustees Jennifer Flannery, Lorrie Anthony and Barb Warn attended the SALS annual business meeting and dinner on May 20th . This year, Round Lake Library along with Mechanicville, Stillwater, Waterford and Clifton Park – Halfmoon libraries were awarded Honorable Mention for program of the year. During the summer of 2023 these 6 libraries worked together and created the Magnificent 6 Challenge, which encouraged patrons to visit different libraries in the area and see what we all had to offer.

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 May of 2024. Motion to approve the financial documents through May 31st of 2024 was made by Rachel Garrison and seconded by Sue Lesar. The motion was unanimously approved.

Staff Openings: A staff member has made the decision to take fewer shifts with the library; in conjunction with another staff member out on medical leave has left a large number of vacant shifts. Two more staff members are

moving out of state in August. Director Jennifer Hurd has requested to seek one new staff member, effective immediately, and another later in the summer.

Budget Prep Plan: Plans were initiated for developing the library budget for 2025, and the budget planning will occur at the July meeting so that it can be put to a vote in August.

Adjournment: A motion was made to adjourn the meeting at 7:290 by Rachel Garrison.