

**Round Lake Library Board of Trustees Meeting
March 12th, 2024, 7:00pm
Round Lake Community Room**

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

Associate Trustees Present:, Barbara Warn

Excused: 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

The meeting was called to order by Nancy Theissen at 7:03 pm.

Minutes: The minutes for the 2/13/23 meeting were reviewed. A motion to approve the minutes of the February meeting was made by Stacey Thayer and seconded by Lance Spallholz. The minutes were approved, with an abstention.

Directors Report: The attached* Director's report for February was discussed. Highlights include: -Clark House was closed from 3:00 pm on Tuesday, 2/20/24 through 2:30pm on Friday, 2/23/24, and again on Thursday, 2/29/24. On 2/20/24 the building was closed due to the furnace leaking natural gas through the exhaust and the building remained closed until the furnace was replaced. On 2/29/24 an early morning wind storm resulted in a large pine tree falling in front of the library pulling the power, phone and cable lines off of the building. Access to the building was limited due to downed lines and tree debris. The library reopened on Friday March 1 st and phones were restored around 1 pm on Friday. Despite unexpected closures, staff provided all library services at our Malta Branch and worked very hard to answer questions and concerns. Programs were shifted and rescheduled and the library functioned with minimal disruption; circulation saw a minimal decrease of 17 items when compared to the numbers for January 2024 (decreased by 138 items compared to February 2023). -On February 9th, Library Advocacy Day, the library director, Jennifer Hurd, as well as other SALS directors, met with Assemblywoman Carrie Woerner and a representative from state senator Jim Tedisco's office to share the impact of library funding on communities in our area. -The 2023 Annual Report was submitted to SALS on 2/16/24, has been approved by SALS, and will be submitted to the state. -Three companies were contacted for quotes on replacing the existing security alarm system and incorporating smoke detection into the monitoring system. Mahoney Alarms, New York Fire and Security, and Doyle Security have all submitted quotes.

Jennifer Hurd also reported that Library assistant, Jennifer Finkle, applied for and received a \$5000 grant from CDLC (Capital District Library Council) to help digitize historical items. This will be a collaborative project with the village.

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 February of 2024. Motion to approve the financial documents through February 29th of 2024 was made by Rob Faivre and seconded by Barbara Warn. The motion was unanimously approved.

Clark House Tree Damage Update: On Feb 29 a wind storm took down a large tree on the front lawn of Clark House pulling the power, phone and cable lines off the building. The village and power company cleaned up the tree

and restored power to the library. Nancy Theissen contacted Dave Meager at Amsure Insurance who said we have a \$500 deductible. There will be some expenses (tree & stump removal, reattaching wires to the building and repair of some trim that came loose. Whether or not WRLIS submits a claim will depend on the total cost of repairs.

Challenge Grant Update: Progress is being made on the grant application to upgrade our fire/smoke detectors and hardwire them into our security system. Nancy Theissen did the required walkabout with Diane Marchand. Jennifer Hurd has gotten 3 quotes for the electrical work. One of the quotes was incomplete so we are waiting for a revised one. All paperwork will be submitted by the Apr. 1, 2024 deadline.

Trustee Replacement: At the last WRLIS meeting Molly Stammel said she was interested in filling Lydia Hoffman's vacancy as a trustee. Molly currently holds an elected position in WRLIS. According to the WRLIS Constitution she cannot hold two positions. She wishes to remain in her role as Improvements Chair, but would like to be considered as a trustee position in the future. At our last meeting, the Board had suggested some possible candidates to approach for this role. Nancy Theissen will contact them and report back.

Adjournment: A motion was made to adjourn the meeting at 7:29 by Sue Lesar