

Round Lake Library Board of Trustees Meeting

November 12th, 2024, 7:00pm

Round Lake Community Room

Trustees Present: Nancy Theissen, Stacey Thayer, Jennifer Flannery, Rachel Garrison, Rob Faivre, Molly Stammel, Marlene Sweet

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

Excused: Sue Lesar, Rob Faivre

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 7:03pm.

Minutes: The minutes for the 10/8/24 meeting were reviewed. A motion to approve the minutes was made by Rachel Garrison and seconded by Molly Stammel for the October meeting, and the motion was unanimously approved with an abstention by Lorrie Anthony who were not present at the meeting.

Directors Report: The attached* Director's report for October was discussed. Highlights include: -Door counts for the month of October increased to 6,840, with concurrent increases in both circulation and computer usage. Program attendance also increased, though the number of programs held was equal to the previous month. -Preparation for holiday programs is underway, as well as planning the programs for 2025. -The new security system and wired smoke detectors were installed at Clark House, completed without interruption to library hours or services.

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 October of 2024. A motion to approve the budget, reports and warrants through October 31st of 2024 was made by Stacey Thayer, seconded by Lorrie Anthony, and unanimously approved.

Library Fliers: In May of 2023 1000 fliers cost \$285 to print with Print Graphics. With updated pricing, 1000 fliers will cost \$310 to print. Fliers will be distributed at the library, during community day and other events, as well as placed within information packets for new residents moving to the area with the aim of providing information to residents about the library. Lorrie Anthony made a motion to approve the cost of \$310 of printing 1000 library fliers for use over the coming year. The motion was seconded by Marlene Sweet and unanimously approved.

Security System Update:

Review No Fines Policy: The policy to collect no overdue fines on any items belonging to the library (with the exception of New and Popular items), first instituted by SALS during the Covid-19 pandemic in 2020, was reviewed. The policies regarding fines for other SALS libraries were discussed as well: 24 SALS libraries are entirely fine-free, 7 (including Round Lake) have fines on select items, and 4 charge fines for all overdue items. Nancy Theissen made a motion to approve the policy to levy fines only on overdue New and Popular items returned to the Round Lake Library, and that no other fines be imposed, with the caveat that the policy be open for review should it require reconsideration in the future. Rachel Garrison seconded the motion, and the motion was unanimously approved.

Tax Return/Audit: Requirements for preparation of the 2024 tax return for the library were discussed.

Director Evaluation: Nancy Thiessen moved to enter executive session at 7:25pm. The motion was seconded by Stacey Thayer. Executive session was exited at 7:30pm.

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