

Round Lake Library Board of Trustees Meeting

October 8th, 2024, 7:00pm

Round Lake Community Room

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

Associate Trustees Present: Angela DeMeritt, Barbara Warn

Excused: Lorrie Anthony, 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 7:06pm.

Welcome New Trustee – Molly Stammel: The board welcomed new trustee, Molly Stammel to the board.

Minutes: The minutes for the 8/13/24 meeting were reviewed as they could not be approved at the September meeting. A motion to approve the minutes for the 8/13/24 meeting was made by Stacey Thayer, seconded by Sue Lesar and unanimously approved, with abstentions by Angela DeMeritt and Molly Stammel who were not present at that meeting. The minutes for the 9/10/24 meeting were reviewed. A motion to approve the minutes was made by Sue Lesar and seconded by Rachel Garrison for the September meeting and the motion was unanimously approved with abstentions by Rachel Garrison, Barbara Warn, Molly Stammel who were not present at the meeting..

Directors Report: The attached* Director's report for September was discussed. Highlights include: -Door counts and circulation of physical materials were down with the resumption of school and the end of summer reading, though circulation of digital materials remained steady, even increasing over the past six months. -Program attendance for September saw 41 programs with 295 attendees. -Malta Community Day was held on Saturday, September 7th at Shenantaha Creek Park. Special thanks goes to Nancy Theissen and Jennifer Flannery for helping with the library's table. -A meeting with staff was conducted to determine the 2025 materials budget, and how best to use the funds for ordering new materials. -The library is offering a six-week series on American Sign Language (ASL) for children. The six-week series is intended for children ages 3-8 accompanied by a parent or caregiver. It will teach the basics of communicating in ASL. This six-week series is being offered in memory of Round Lake resident Linda Connors.

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 August of 2024. A motion to approve the budget, reports and warrants through August 31st of 2024 was made by Rachel Garrison, seconded by Rob Faivre, and unanimously approved. The monthly reports for the library budget, profit/loss balance sheets, and warrants for September of 2024 were reviewed. A motion was made to approve the budget, reports and warrants through September 30th of 2024 was made by Rachel Garrison, seconded by Barbara Warn, and unanimously approved.

Approval of staff wage increases – separate from last month's budget vote: Nancy Theissen made a motion to approve the staff wage increases for the 2025 library budget. The motion was seconded by Stacey Thayer and unanimously approved.

Approval of new library assistant: A motion to approve the hiring of new library assistant Rachel Krackler was made by Molly Stammel, seconded by Sue Lesar, and unanimously approved.

2025 Holiday Schedule: Changes to the holiday schedule were discussed, e.g. days of the week revised for dates, as well as potential closures for additional federal holidays, particularly the Malta branch when the community center building is otherwise closed. A motion to approve the proposed schedule changes was made by Rachel Garrison, seconded by Molly Stammel, and the motion was unanimously approved.

Security System Update: The status of the new security system for the library was discussed. Scheduling for an installation appointment is in progress and is planned in advance of December 31st, 2024.

Director Evaluation: Trustees Rob Faivre and Rachel Garrison will join a committee with Nancy Thiessen to conduct the annual evaluation of the library director.

Library Brochures for new residents: Associate trustee, Lorrie Anthony, requested funds for printing more trifold brochures with information for the library to hand out to residents who are new to the area. The approval of funds was put off until Lorrie's return.

Vice President Vacancy: Stacey Thayer was nominated by Nancy Theissen to fill the position of board Vice President, and the nomination was seconded by Sue Lesar. Stacey Thayer was elected Vice President of the Round Lake Library Board of Trustees with a unanimous vote in favor.

Adjournment: A motion was made to adjourn the meeting at 7:36 by Molly Stammel.