

**Round Lake Library Board of Trustees Meeting  
February 11, 2025 7:00pm  
Round Lake Community Room**

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

**Associate Trustees Present:** Barbara Warn

**Excused:** Marlene Sweet, Nancy Theissen, Angela DeMeritt, Lorrie Anthony

**Absent:**

**Director:** Jennifer Hurd

**Public:** None

**Special Guest:** Sara Dallas

**Meeting Dates:** Jan 14, Feb 11 (SALS report), Mar 11, Apr 8, May 13, June 10 (budget subcommittee), July 8, Aug 12 (approve budget), Sep 9, Oct 14, Nov 11, Dec 9

The meeting was called to order by Stacey Thayer at 7:pm.

**Sara Dallas – SALS Director:** Sara Dallas made her annual visit and discussed the following:

- Advocacy – we have a reduced budget for building projects. We should take any opportunities to reach out to senators and our local assemblywoman, Carrie Woerner, to stress the importance of libraries.
- Referendum: Erica Freudenberger suggests we have our referendums for increased funding more frequently rather than waiting and getting a big hit.
- Joint Automation Process: Fees are determined by number of items owned and circulated. The monthly circulation fees are being reduced to \$9.
- Multifactor Authentication (MFA): Cyber fees are paid through Joint Automation – keeps database safer. There is a new NYS law that says library records cannot be disclosed effective 4/14/25.
- Disclosure of Library Records policy reviewed – should add language of only Board President or Library Director can speak to law enforcement
- SALS Annual Meeting: May 19, 2025 at Prime Saratoga
- Polaris: getting upgraded to VEGA for the catalogue

**Minutes:** The minutes for the 1/14/25 meeting were reviewed. A motion to approve the minutes of the January 14, 2025 meeting was made by Rachel Garrison and seconded by Rob Faivre. The minutes were unanimously approved. ***Copy attached\****

**Directors Report:** The ***attached\**** Director's report for January 2025 was discussed. Highlights include: There were 21 programs and 4,462 visitors this past month. Electronic material usage continues to increase and the library has increased the digital materials budget to keep up with patrons' requests.

The library director met with new WRLIS buildings chairperson, Steve Peterson, to discuss necessary repairs and routine seasonal maintenance.

The library director met with key staff members to begin the process of reorganizing the children's non fiction shelves. They hope to have this completed in both buildings by the fall.

**Library Statistics:** Monthly reports for the library statistics were reviewed. *Copy 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 January 2025. A motion to approve the financial documents through January 31, 2025 was made by Sue Lesar and seconded by Barb Warn. The motion was unanimously approved. *Copy attached\**

**Annual Report:** Jennifer Hurd had sent the trustees a draft of the Annual Report prior to this meeting. Trustees were to check the document particularly for their trustee information (address, term dates, etc). A motion to approve the 2024 Annual Report was made by Jennifer Flannery and was seconded by Rachel Garrison. It was unanimously approved.

**Strategic Plan Update:** Rob Faivre reported that he and Jennifer Hurd, Nancy Theissen and Barb Warn took the first steps in developing a required survey to assess the usage, needs and wants of Round Lake Library patrons (both Clark House and Malta). This sub committee reviewed sample surveys and selected questions which they felt were appropriate to our library. Jennifer Hurd is collating these questions and will create a draft for approval at the next trustees meeting. Upon approval the survey will be available through the library website, the library mailing list, the library Facebook page, a QR code and bookmarks to be inserted in books at patron checkout.

The Strategic Plan must be completed by 12/31/25.

**Adjournment:** Rob Faivre made a motion to adjourn the meeting at 7:33.