

Round Lake Library Board of Trustees Meeting
August 11, 2015
Round Lake Library

Trustees Present: Bill Ryan, Nancy Theissen, Paul Block, Deb Albrecht, Lydia Hoffman, Jean Sweet

Associate Trustees Present: Steve Ames, Angela DeMeritt

Absent:

Excused: Lance Spallholz, Craig Warner

Director: Jennifer Hurd

Public: None

Presenters: None

Quorum Present

The meeting was called to order by Nancy Theissen at 7:02pm.

Minutes: A motion to approve the minutes of the 7/14/2015 meeting was made by Deb Albrecht, seconded by Bill Ryan, and unanimously approved.

Thank you letters: Correspondence received from Sara Dallas, SALS Director, was read to the board, and it was suggested that thank you notes be sent to Sara, to Assemblywoman Carrie Woerner for visits/story hours at both library branches, and to Diane Shapiro for her work heading up the recent book sale fundraiser. All were in agreement.

Directors Report: Jennifer Hurd presented the attached director's report. Highlights include:

- Success of Summer Reading Program and events, including a visit by the Tang Museum to both locations for a superhero cape art project
- Continued increase in circulation
- Outstanding work of library staff in efficiently filling the large number of requests made by library patrons
- Recognition of the advocacy of Senator Hugh Farley as Chairman of the Senate Select Committee on Libraries and his ability to obtain grant funds for use by the library
- There was some additional discussion about upcoming Fall events, including Malta Community Day, such as handing out children's books left over from the annual book sale, and the need for trustee involvement with the library's table on that day

Library Statistics: Monthly reports for the library statistics were reviewed. Copies attached.

Budget: The Board reviewed the July of 2015 monthly reports for the library budget; profit/loss and balance sheet (copies attached). A motion was made to approve the financial documents by Bill Ryan, seconded by Jean Sweet, and unanimously approved.

Book Sale: The annual book sale was a success with many books, a number of Book Shop items, and an old copier and printer sold; proceeds to benefit the library.

WRLIS Financial Officer: Dominic DeLorio having resigned the post of WRLIS Financial Officer, Deb Albrecht nominated Alyse Petersen as the new Financial Officer. The nomination was seconded by Jean Sweet and unanimously approved.

Unemployment/Leave Update: A discussion was had regarding a personnel matter involving a unemployment claim, with the matter soon to be resolved.

Evacuation/Emergency Plan: It was discussed that a plan is needed for evacuation of Clark House in case of emergency, a list of service providers (e.g. plumber, electrician, HVAC, etc.) be drawn up and a notification list be established and posted where it can be easily accessed by staff. A committee was suggested to develop the plan/list, and Bill Ryan is working to do so.

Annual Budget for 2016: A budget plan was proposed for presentation to WRLIS on August 20, 2015. Some changes were made to some of the initial figures and agreed upon by all trustees. A motion was made to approve the budget with the proposed changes by Deb Albrecht, seconded by Steve Ames, and approved by a quorum of 7 votes; Bill Ryan abstained from the voting. Copies of the budget attached.

Policy for Vacation Time for Library Director: A committee was formed to develop a policy for allotted vacation time for the library's director, since such policy does not yet exist. Paul Block volunteered to head this effort.

Process for Director Evaluation: A committee, composed of Nancy Theissen and Lydia Hoffman, was formed to develop a process for performance evaluation of the library director in absence of any preexisting protocol.

Meeting was adjourned at 8:43pm