

Round Lake Library Board of Trustees Meeting

September 10th, 2019

Round Lake Community Room

Trustees Present: Nancy Theissen, Lydia Hoffman, Lance Spallholz, Sue Lesar, Stacey Thayer, Courtney Graham, Diane Marchand

Associate Trustees Present: Angela DeMeritt, Lorrie Anthony, Steve Ames

Excused: None

Absent: None

Director: Jennifer Hurd

Public: None

Meeting Dates: Jan 8, Feb 12 (SALS report), Mar 12, Apr 9, May 7, Jun 11 (budget subcommittee), Jul 9, Aug 13 (approve budget), Sep 10, Oct 8, Nov 12, Dec 10

The meeting was called to order by Nancy Theissen at 7:05pm.

Minutes: The minutes for the August trustees' meeting were reviewed. A motion to approve the minutes of the 8/13/19 meeting, with correction, was made by Lydia Hoffman and seconded by Lorrie Anthony. The minutes were unanimously approved, with an abstention by Diane Marchand, who did not attend the August meeting.

Directors Report: The attached* director's report for August was discussed. Highlights include: -The overwhelming success of the library's summer reading program, which concluded with a total of 257 children and 72 teens participating. One of the best-attended programs was the Traveling Star Lab, which saw 91 attendees. -Thanks to the volunteers for the annual book sale, which raised \$4,400 in funds for the library. - Assemblywoman Carrie Woerner visited the Round Lake Library on August 15th and participated in the morning story time program. The library thanks Assemblywoman Woerner for her continued support of the library and SALS. -On August 19th and 20th, 3 new computers were installed at the Malta Branch, and 1 new computer in Round Lake. Mary Hanley from SALS/JA also completed updates to the public computers and provided staff with a tutorial of a Polaris tool utilized if the server isn't functioning. - Library page Danae Kinkead left her position on August 20th to attend college, and Hanna Sweet will be stepping into the position.

Further updates by the library director: -September 16th will mark the 10th anniversary of the opening of the Malta Branch. Cookie and balloons will be part of the celebration to commemorate the occasion. -The company with which library employees record their time sheets is undergoing a merger, resulting in a significant rise in cost if the library continues their services. Alternatives are being researched.

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 2019. Motion to approve the financial documents through August 31st of 2019 was made by Angela DeMeritt and seconded by Diane Marchand. The motion was unanimously approved, with an abstention by Lance Spallholz.

Appointment of New Employee: A motion was made by Nancy Theissen to appoint Hannah Sweet to the Round Lake Library staff as a new library page. The motion was seconded by Lydia Hoffman, and unanimously approved.

Change in Adirondack Trust Investment Broker: Timothy Fontaine, who has served as broker for the library's funds, has left his position with Adirondack Trust. Service will continue, uninterrupted, with Adirondack Trust.

Update on Audrey Davis Endowment: The process for releasing funds endowed to the library by Audrey Davis is proceeding.

Trustee Replacement: Possible candidates to fill a vacant seat on the board were further discussed.

Malta Sign: Research into pricing and other details for an additional sign announcing the Malta Branch continue, with the process underway.

Lease Contract Review/Negotiations with Malta: The library services agreement, which is referred to in the lease contract held with the Town of Malta, was handed out to members of the board for review in preparation for further discussion of both documents at the October meeting.

Triage Committee: Progress to date for the Clark House building, as well as that planned for the near future, was discussed. Reconstruction of the porch area to create

useable, four-season space at the library is planned for the coming months, as well as new carpeting. Possibilities for furnishings and shelving were discussed.

Adjournment: A motion to adjourn was made by Diane Marchand at 8:14pm.

**** above are to indicate that copies are available for viewing at each of the library branches***