

## **Round Lake Library Board of Trustees Meeting**

**January 14th, 2020**

### **Round Lake Community Room**

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

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

**Excused:** None

**Absent:** None

**Director:** Jennifer Hurd

**Public:** None

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

The meeting was called to order by Nancy Theissen at 7:07pm.

**Minutes:** The minutes for the December trustees' meeting were reviewed, and some corrections made. A motion to approve the minutes of the 12/10/19 meeting, with corrections, was made by Diane Marchand and seconded by Nancy Theissen. The minutes were unanimously approved, with abstentions by Courtney Graham and Lorrie Anthony who were absent from the last meeting.

**Directors Report:** The attached\* director's report for December was discussed. Highlights include: -Though the library was forced to close on Monday, December 2nd due to heavy snow, it was open again the following day. Total circulation for the month of December was 5,382, and total circulation for the year of 2019 was 81,513 (an increase of 3,123 items compared to 2018). -The library held 602 programs during the year of 2019, with a total attendance of 8,346. -The gingerbread house program, hosted by Diane and Sarah Dobbs, saw the creation of nearly 200 gingerbread houses. -A non-fiction cull is currently in progress by library staff, removing outdated material and making the collection more easily browsed by patrons. Staff are also evaluating the library's magazine collection. -The library will run a book sale at the Malta Branch during the indoor flea market that will be held at the community center during the winter months. -Library staff extend their thanks to Diane Marchand and the Clark House

Triage Group for their hard work. The renovation of Clark House is greatly appreciated by both staff and patrons.

**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 December of 2019. Motion to approve the financial documents through December 31st of 2019 was made by Sue Lesar and seconded by Stacey Thayer. The motion was unanimously approved.

**Malta Sign Update:** The new library sign is nearly finished, and the company will be in touch soon, regarding installation.

**Library director job description change:** Per the newly approved Document Retention and Destruction Policy, the job description for the library director has been changed to include the director as the designated appointee for proper retention and disposition of all library records, as indicated in the policy.

**Accountant Bill:** The bill for accounting services for both WRLIS and the library was paid in full by WRLIS, with reimbursement by the library for half of the cost.

**Triage Committee:** A SALS grant has been applied for to help fund work done for new wiring at Clark House, a new circulation desk, and new LED light panels that will be installed to replace existing fluorescent light fixtures. The Clark House branch will need to close for one day (date TBD), as the new wiring will require a loss of power at the branch while the work is completed.

**Lease Contract Review/Negotiations with Malta:** The current lease contract with the Town of Malta, and proposed changes, were reviewed and discussed by the board. Most of the proposed changes pertain to the library *continuing* services, as opposed to the current document proposing the initial provision of services, as well as providing for a consistency of language (e.g. specifying the Malta Branch and Clark House, as opposed to references to a 'facility'), and terms for the duration of the lease agreement. Additionally, the removal of terms no longer relevant (e.g. the town providing initial wiring and furnishings to the Malta Branch building), as well as clarifying terms of the existing contract were discussed. All proposed changes will be subject to agreement with the town board, a meeting with whom is soon to follow.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 8:07pm.

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