

## Round Lake Library Board of Trustees Meeting

February 11th, 2020

### Round Lake Community Room

**Trustees Present:** Lydia Hoffman, Lance Spallholz, Sue Lesar, Diane Marchand, Courtney Graham

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

**Excused:** Nancy Theissen, Steve Ames, Stacey Thayer

**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 Lance Spallholz at 7:00pm.

**Minutes:** The minutes for the January trustees' meeting were reviewed. A motion to approve the minutes of the 1/14/20 meeting was made by Diane Marchand and seconded by Lydia Hoffman. The minutes were unanimously approved.

**Directors Report:** The attached\* director's report for January was discussed. Highlights include: -Total circulation for the month of January was 6,014, and 61 programs were offered. -January marks the beginning of tax season, and the library will tax forms and instruction booklets for both federal and state returns available, and offer free printing of tax forms. -The first indoor Malta Flea Market was held at the community center on January 25, 2020. During the flea market the library offered used books for sale at \$5/bag, and the sale earned \$260. The bag sale will be offered at each of the monthly indoor markets in 2/22, 3/28, and 4/25.

**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 January of 2020.

Motion to approve the financial documents through January 31st of 2020 was made by Lorrie Anthony and seconded by Sue Lesar. The motion was unanimously approved.

**Malta Sign Update:** The new library sign has been finished and installed. The sign was paid for in December of 2019, and the cost included in the budget for 2019.

**Lease Contract Review/Negotiations with Malta:** The current lease contract with the Town of Malta, complete with suggested changes, has been proofread and a meeting with the Town Board of Malta will follow, date TBA .

**Annual Report:** The Woman's Round Lake Improvement Society Annual Report For Public And Association Libraries was reviewed prior to submission to SALS on 2/14/2020. Highlights include: -A total of 602 programs were offered by the Round Lake Library in the year of 2019, with attendance by 8,346 patrons. -Total collection use in 2019 was 82,390 items. -The library was visited by 71,163 patrons in 2019. A motion was made to accept and submit the annual report by Diane Marchand and seconded by Courtney Graham. The motion was unanimously approved.

**Triage Committee:** The library was awarded a \$5,000 SALS grant for construction and renovation of Clark House. An electrician will be installing new lighting in the coming week, and Clark House will close on Wednesday, February 19th for rewiring the building and bringing it to code.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 7:42pm.

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