

**Round Lake Library Board of Trustees Meeting**  
**March 10, 2020 – 7pm**  
**Round Lake Village Community Room**

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

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

**Absent:**

**Excused:** Angela DeMeritt, Courtney Graham

**Director:** Jennifer Hurd

**Public:**

**Presenter:**

**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 (director evaluation), Dec 8 (review terms of office)

**Quorum present:** Yes

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

#### **Minutes**

A motion was made by Lance Spallholz to approve the minutes of February 11, 2020, seconded by Diane Marchand and approved with 2 abstentions.

#### **Directors Report**

Jennifer Hurd presented the Directors Report. Highlights include: Annual Report submission, scheduling of staff meetings for the year, installation of new lighting at Clark House, partnering with Malta Community Center for Family Fun Fridays, second flea market book sale proceeds of \$287.50, and attendance at the Public Library Conference in Nashville, Tennessee. Nancy Theissen also reported that Jennifer submitted a library article for the spring Malta Newsletter. *attached\**

#### **Library Statistics**

Monthly reports for the library statistics for February 2020 were reviewed. ....*attached\**

#### **Budget/Monthly Reports/Warrants**

A motion was made by Diane Marchand to approve the monthly financials including the Actual vs Budget, Balance and Profit and Loss sheets for February 2020. It was seconded by Stacey Thayer and unanimously approved. *attached\**

#### **NYS Harassment Training**

Jennifer Hurd asked if any trustees want to take the NYS Harassment Training this year. It is required that staff members participate in the training annually, however, trustees are simply recommended to take the course. Each of the current trustees did so in 2019. It was suggested that, in the future, any new trustees take part.

#### **Joint Automation Agreement**

The Joint-Automation Agreement, which details integrated automation services to the library, was discussed. Motion to approve the agreement was made by Sue Lesar, and seconded by Lorrie Anthony. The motion was unanimously approved. Nancy Theissen will sign the agreement and return it to SALS.

**Trash Removal Services**

Twin Bridges Waste & Recycling has offered trash removal service to the library for \$18/month and one year free, which is considerably less than our current cost. County Waste, our present company, was contacted and they will match that offer. The consensus was to remain with County Waste.

**Lease Contract Review/ Negotiations with Malta**

The Town of Malta has just recently reviewed our draft documents for Library Services and Lease Agreements. We will try to set up a meeting with both parties prior to our next trustees meeting.

**Public Health Emergency Guidelines**

Sara Dallas, SALS director, has been in regular contact with all the member libraries regarding procedures in dealing with the COVID-19 outbreak. She would like each library to establish general guidelines so that we can best serve the public while still keeping everybody as healthy and safe as possible. Jennifer Hurd shared a partial draft with the board and will email a final draft for each trustee's approval when it is completed. Once approved, it will be sent to staff. Diane Marchand recommended posting it on the library website and Facebook page as well.

**Adjournment**

Motion to adjourn was made by Sue Lesar at 7:34 pm.

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