

Round Lake Library Board of Trustees Meeting

May 12, 2020

Zoom Teleconference

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

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

Excused: None

Absent: None

Director: Jennifer Hurd

Public: None

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

Minutes: The minutes for the April 14th trustees' meeting were reviewed. Motion to approve the minutes was made by Diane Marchand and seconded by Sue Lesar. The minutes were unanimously approved (pending some minor corrections), with an abstention by Steve Ames, who was absent from the meeting.

Director's Report: Highlights include: -Physical buildings remain closed, but libraries within SALS continue to offer services to patrons. Staff have worked extremely hard to transfer services to an online platform, providing services and demonstrating creativity in adapting and finding solutions. -The staff have met to discuss changes to the summer reading program for this year. There will be a virtual summer program through the use of live and recorded program, e.g. story time and the knit-and-stitch club. -Staff are working from home to answer patron questions via email and checking phone messages at the library once per week. -Library staff have held several meetings to begin discussions on reopening. No date is yet set, but a reopening plan will be executed in phases, based on the governor's guidelines for the state, as well as those specific to Saratoga county; the primary emphasis to keep staff and patrons safe.

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 April of 2020. Motion to approve the financial documents through April 30th of 2020 was made by Lance Spallholz, seconded by Stacey Thayer, and unanimously approved.

Paycheck Protection Program: The available Paycheck Protection Program, made possible by the Coronavirus Aid and CARES Act, was submitted by Nancy Theissen with all necessary documentation on April 17th, and went into approval phase by April 28th. The 8 week loan was approved on May 6th. The loan will need to be repaid, unless ultimately forgiven by the federal government, following the submission of all required documentation.

Miscellaneous: Several miscellaneous issues related to the current distancing measures were discussed, including: 1. Progress on the lease contract with the Town of Malta (currently on hold). 2. The budget subcommittee is due to be formed next month; there will be difficulties if things remain the same (though it may be possible to conduct meetings over Zoom, or in compliance with social distancing). A point to consider—will scheduled increases in the NYS minimum wage still take place, and will they need to be budgeted for? Additionally, will WRLIS be able to continue their contribution to the library budget if social distancing continues? 3. Joint Automation fees continue to be paid, as their services are still needed during the closure.

Adjournment: A motion to adjourn the meeting was made by Lorrie Anthony at 7:47pm.