

Round Lake Library Board of Trustees Meeting

June 9th, 2020

Zoom Teleconference

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 7:05pm.

Minutes: The minutes for the May trustees' meeting were reviewed, and a motion to approve the minutes of the 5/12/20 meeting was made by Diane Marchand and seconded by Stacey Thayer. The minutes were unanimously approved.

Directors Report/Reopening: The attached* director's report for May was discussed. Highlights include: -To keep the staff connected, meetings online have been held every 7 – 8 days, allowing for the exchange of important information. – While at home, staff have been answering patron emails, planning future programs, and working on the reopening plan. -Following state and SALS guidelines, staff are being retrained on new health and safety procedures. -Staff will be returning to the building on June 10th, 2020, and the library spaces must be rearranged to adhere to social distancing guidelines. - Library has purchased sneeze guards for circulation desks, masks, gloves, hand sanitizer and cleaning supplies for each building. -Staff are excited to be returning to the building and starting curbside service of library materials.

The attached* reopening plan documents were discussed, new safety policies reviewed, as well as procedures for handling returned library materials, contactless curbside pickup, and employee screening. A proposal to adopt the reopening plans was put forth

by Sue Lesar, seconded by Diane Marchand, and unanimously approved. New revisions to the patron code of conduct, temporarily in place during the Covid-19 pandemic were also discussed. The revised code was proposed by Lydia Hoffman, seconded by Lorrie Anthony, and unanimously approved. Finally, it was proposed by Nancy Thiessen that library director, Jennifer Hurd, be authorized to make as-needed changes to the safety policies without board approval for each instance. Jennifer will notify the board, via email, of changes as they occur, with approval voted at the next regular trustees' meeting. The proposal was seconded by Steve Ames and unanimously approved.

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 May of 2020. Note was made of the new line item for the PPE loan and the expenses it is being used to cover. Motion to approve the financial documents through May 31st of 2020 was made by Lorrie Anthony and seconded by Lance Spallholz. The motion was unanimously approved.

2021 Budget: The process for developing the 2021 budget has been initiated. A committee to work on the budget is comprised of Nancy Thiessen, Lance Spallholz, Lorrie Anthony, Diane Marchand, and Jennifer Hurd.

Negotiations with Malta: A meeting was held between a committee of trustees (Nancy Thiessen, Lydia Hoffman, and Angela DeMeritt), library director Jennifer Hurd, Malta Town Supervisor, Darren O'Connor and Malta Town Comptroller, Kevin King to negotiate the lease agreement between the library and the Town of Malta. Minor adjustments were suggested during the meeting, but the language has largely been agreed to, and should be ready for vote soon.

Adjournment: A motion to adjourn was made by Diane Marchand at 7:57pm.

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