

**Round Lake Library Board of Trustees Meeting**  
**July 14th, 2020**  
**Round Lake Community Room**

**Trustees Present:** Nancy Theissen, Lance Spallholz, Diane Marchand

**Trustees Present via Zoom:** Courtney Graham, Lydia Hoffman, Stacey Thayer

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

**Excused:** Sue Lesar, Lorrie Anthony

**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 June trustees meeting were reviewed, as well as the minutes for the special meeting held on 5/31/20. A motion to approve the minutes of the 5/31/20 meeting was made by Stacey Thayer, seconded by Courtney Graham, and unanimously approved. The motion to approve the minutes for the 6//9/20 meeting was made by Diane Marchand and seconded by Steve Ames. The minutes were unanimously approved.

**Directors Report/Reopening:** The attached\* director's report for June was discussed. Highlights include: -Staff were able to return to the library for limited hours on June 8th, working to modify the layout within the buildings to accommodate for circulation/material quarantine areas and items prepped for curbside pickup. -Curbside pickup was initiated on June 22nd. Patrons were thankful to be able to get new material and visit with library staff. -New programming is being added to the library's Facebook page and youtube channel, with a few adult programs being held via Zoom. -State and county recommendations will be continually monitored, and care for the health and safety of staff and patrons made paramount while moving through stages of the reopening plan. -All staff have completed the required sexual harassment training during the month of

June. -A generous donation of a handmade Victorian-style dollhouse was made to the library by an anonymous patron. Plans for a possible fundraising raffle of the dollhouse were proposed. -Terry Harlow, currently residing in New York City, has requested a leave of absence effective as of July 13th 2020 and possibly stretching through December 31st of 2020, due to concerns over travel and finding accommodations during the Covid-19 pandemic. A motion was made to approve the unpaid leave of absence for Terry Harlow by Nancy Theissen, seconded by Angela DeMeritt, and unanimously approved. -An individual attending the Malta Community Center day camp tested positive for the novel coronavirus in early July. No library staff members were exposed, and the day camp was suspended for 14 days.

**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 June of 2020. A question was raised as to monies paid for trash removal by County Waste; details of the bill will be looked into. Motion to approve the financial documents through June 30th of 2020 was made by Diane Marchand and seconded by Stacey Thayer. The motion was unanimously approved.

**2021 Budget:** A proposed library budget for 2021 was brought before the board and reviewed. A motion to approve the budget was made by Angela DeMeritt, seconded by Lydia Hoffman, and unanimously approved, with an abstention by Courtney Graham.

**Library Service Agreement:** The new Library Service Agreement negotiated with the Town Board was reviewed. Motion to approve the agreement was made by Diane Marchand, seconded by Lydia Hoffman, and unanimously approved. The agreement will now be submitted to the Malta Town Board for final approval

**Adjournment:** A motion to adjourn was made by Lance Spallholz at 7:33pm.

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