

**Round Lake Library Board of Trustees Meeting  
September 8th, 2020  
Zoom Teleconference**

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

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

**Excused:** Sue Lesar

**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 7:04 pm.

**Minutes:** The minutes for the August trustees' meeting were reviewed. A motion to approve the minutes of the 8/11/20 meeting was made by Steve Ames, seconded by Stacey Thayer, and unanimously approved.

**Directors Report/Reopening Update:** The attached\* Director's report for August was discussed. Highlights include: -August saw a steady increase in both foot traffic and circulation. -Curbside service for patrons continues, and copy/fax services are available at both locations. -Card catalog computers are available for use, and several computers may be made available for patron use, by appointment, over the next two weeks, with continued application of social distancing rules. A limited number of computers per building will be made available for 30 minute segments, beginning September 21st. -'Grab and Go' crafts have been popular with patrons, and are intended to continue through the fall. Activity kits will coordinate with virtual story times. -Staff are adding new items to the library's homeschool collection to help families during the new school year. -Patrons have cooperated with library safety protocols; respectful of distancing, occupancy, and mask requirements. -Services will continue being added as it is deemed safe to do so.

**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 August of 2020. A question was raised regarding a \$20 cost for advertising under 'Book Sales' for Clark House that will be looked into. Motion to approve the financial documents through August 31st of 2020 was made by Diane Marchand and seconded by Lorrie Anthony. The motion was unanimously approved.

**Scheduling Sara Dallas's Annual Visit:** SALS (Southern Adirondack Library System) director Sara Dallas contacted library director, Jennifer Hurd, to schedule her annual visit. She has agreed to meet with the board during the October 13th meeting, and will be placed on the agenda.

**2021 Holiday Schedule:** The proposed schedule of library closings for holidays during 2021 were reviewed *\*copies attached.* Motion to approve the proposed holiday closures schedule was made by Lydia Hoffman, seconded by Lorrie Anthony, and unanimously approved.

**Request for Reconsideration of Library Materials:** A request to reconsider circulation of the children's book 'Madeline and the Gypsies' by Ludwig Bemelmans was made by a patron, and the request discussed by the board. The collection development policy for the library states that resources are evaluated as a whole, and not on a partial selection or selections. Circulation for that particular title is low across SALS, though it is a work by a historically popular author. ALA mandate is to abstain from censoring materials made available to patrons, and that parents/guardians determine material appropriate for their own minor children. Time to review the request will be taken and this matter revisited during the October 13th meeting.

**Library Service Agreement Update:** The Malta Town Board will meet on September 9th, and a vote will be taken to approve the updated service agreement with the Round Lake Library.

**Loan Forgiveness Application Update:** The Loan Forgiveness paperwork for the PPP loan has been provided to Adirondack Trust for review and submission.

**Library Director Personal Leave Policy:** Director Jennifer Hurd is allowed 15 days of personal leave per year, given her tenure with the Round Lake Library. As of this year, she has used only 5 days, with a reset of her schedule due October 1st, 2020. She

would like to use a portion of the 10 days remaining during this year, and the remaining days of leave roll over into the coming year. A motion was made to grant Jennifer Hurd a total of 25 personal leave days during the period of September 9th, 2020 through September 30th of 2021 by Angela DeMeritt, and seconded by Lorrie Anthony. The motion was approved with one nay vote by Lance Spallholz.

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

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