

Round Lake Library Board of Trustees Meeting

October 13th, 2020

Zoom Teleconference

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

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

Excused: Absent: None

Director: Jennifer Hurd

Public: Marlene Sweet, Sara Dallas (Director of SALS)

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 7:02 pm.

Sara Dallas - SALS report: Sara Dallas, Director of the Southern Adirondack Library System (SALS) came to speak with the board regarding the state of SALS. The budget faced a 22.6% decrease in state aid during the last fiscal period, and consequent cuts were needed to make up for the shortfall. Two staff members were lost to retirement, not replaced, and their duties distributed to other staff members to make up for the shortfall. Some programs have been cut--Challenge Grants, Continuing Education, and others have been eliminated to cope with the budget shortfall. Joint Automation (JA) fees to member libraries, however, saw no increase though services continue without interruption. New minimum library standards come into effect on January 1st, 2021, with the deadline for meeting those standards being December 31st of 2021; Round Lake Library is on target with meeting these standards. The bill requiring continuing education standards for library trustees is not predicted likely to pass, though trustees are still encouraged to undergo continuing education. Virtual links must continue to be provided to the public for trustees' meetings, even once in person meetings resume, for the duration of the pandemic. New standards for paid sick leave policies will need to be reviewed and brought up to new legal standards by January 1st of 2021. Developing a pandemic plan that has been approved by the board is advised by March 31st.

Minutes: The minutes for the September trustees' meeting were reviewed. A motion to approve the minutes of the 9/8/20 meeting was made by Diane Marchand, seconded by Lydia Hoffman. The minutes were unanimously approved, with one abstention by Sue Lesar who was absent from the last meeting.

Directors Report/Reopening Update: The attached* Director's report for August was discussed. Highlights include:
-Library services continue to increase as safety protocols allow; circulation is increasing as more patrons return
-Curbside service continues for patrons who wish to utilize the service. -Copy/fax services were available during the month of September, and public computers are now open at both locations. A reduced number of computers (due to social distancing) are available to patrons for 30 minutes sessions each day. -Our grab and go craft kits and activities continue to be very popular with our patrons. -Staff are working hard to reimagine programming and transfer in-person programs to different formats; i.e. for Lego Club/Lego robotics, kits have been catalogued and can be loaned for a two week period. -In accordance with the computer replacement plan, 3 staff computers and Malta's staff laptop were replaced and installed in September.

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 September of 2020. Motion to approve the financial documents through September 30th of 2020 was made by Sue Lesar and seconded by Lydia Hoffman. The motion was unanimously approved.

Errors and Omissions Insurance - Notaries Public: Minimum \$25,000 in coverage is required for the two Notaries Public working for the Round Lake Library to cover possible errors and omissions. Nancy Theissen made the motion to approve \$25,000 in errors and omissions coverage for both Jennifer Hurd and Jennifer Finkle. The motion was seconded by Stacey Thayer, and unanimously approved.

Request for Reconsideration of Library Materials: Further discussion was made of the request for reconsideration of 'Madeline and the Gypsies' by Ludwig Bemelmans. A motion was made by Lydia Hoffman to support the existing policy that the book would be kept in circulation, leaving parents and guardians to discuss problematic material with their children, seconded by Lance Spallholz, and unanimously approved.

Loan Forgiveness Application Update: Nancy Theissen reported that the PPP Loan Forgiveness Application was reviewed and approved by Adirondack Trust on September 22, 2020. They will forward it to the SBA who will have 90 days to determine the amount of loan forgiveness.

NYS Paid Sick Leave: New policies for employee paid sick leave will be discussed and developed in a future meeting.

Adjournment: A motion to adjourn was made by Lorrie Anthony at 7:49 pm.

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