

Round Lake Library Board of Trustees Meeting

November 10th, 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

Excused: None

Absent: Lorrie Anthony

Director: Jennifer Hurd

Public: Marlene Sweet

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 7:03pm.

Minutes: The minutes for the October trustees' meeting were reviewed. A motion to approve the minutes of the 10/13/20 meeting was made by Stacey Thayer, seconded by Lydia Hoffman. The minutes were unanimously approved.

Directors Report/Reopening Update: The attached* Director's report for October was discussed. Highlights include: -Library services continued for the month of October, while door counts, computer usage, and circulation all increased. -More patrons come in to browse and pick up holds, and while the library continues to offer curbside service, requests for the service have decreased. Library staff continue to find new and creative ways to engage patrons, in spite of the absence of in person programming, and patrons continue to be respectful of safety protocols and social distancing.. -Paul Lavin has processed the Lego Robotics kits and prepared them for circulation. As of October 31st, all of the kits (core, as well as expansion) have circulated. There is now a hold list for the core kit. -The library has received the LLSA (Local Library Service Aid) and, as was mentioned by Sara Dallas during the October meeting, the amount has decreased in comparison to previous years. Round Lake Library received \$3,038.00 (compared to \$4,000 in previous years).

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 October of 2020. Motion to approve the financial documents through October 31st of 2020 was made by Lance Spallholz and seconded by Sue Lesar. The motion was unanimously approved.

Minimum Standards: The minimum library standards, needing to be met by January 1st, 2021, are nearly satisfied in full for the Round Lake Library. A small number of items need to be added to the website (strategic plan, a couple of policies, budget), but the process is on track to be completed ahead of deadline.

Dollhouse Fundraiser: The process for conducting a fundraiser for a beautiful, handmade, Victorian-inspired dollhouse that was donated by a patron for the purpose of generating funds for the library was discussed.

NYS Paid Sick Leave: A draft of a proposed paid sick leave policy, needed for employers in the state of New York, was reviewed, and final language agreed upon. Lydia Hoffman made a motion to approve the paid sick leave policy, with the changes discussed during the meeting. The motion was seconded by Angela DeMeritt and unanimously approved.

Executive Session: Nancy Thiessen moved the board to executive session at 7:52pm. A motion to exit from executive session was made by Nancy Theissen at 8:07pm, seconded by Lance Spallholz, and unanimously approved.

Adjournment: A motion to adjourn was made by Sue Lesar at 8:07 pm.

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