

Round Lake Library Board of Trustees Meeting

December 8th, 2020

Zoom Teleconference

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

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

Excused: Courtney Graham

Absent: None

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 November trustees' meeting were reviewed. A motion to approve the minutes of the 11/10/20 meeting was made by Stacey Thayer, seconded by Sue Lesar. The minutes were unanimously approved, with abstentions by Lorrie Anthony and Diane Marchand, who were absent from the last meeting.

Directors Report/Reopening Update: The attached* Director's report for November was discussed. Highlights include: - Door counts, computer usage and library services held steady during the month of November. -6 patrons utilized the library's notary service. -Lego kits continue to be popular with 7 circulations of the 4 core kits and 5 circulations of the expansion kits. This with the 5 day quarantine when each kit is returned. Currently there are 4 active holds for the kits. -The Grab n 'Go crafts and activities continue to be a popular item, with patrons visiting the library specifically for the bags. -Library staff and patrons continue to be diligent in wearing masks, cleaning, social distancing and following safety protocols.

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 November of 2020. Motion to approve the financial documents through November 30th of 2020 was made by Diane Marchand and seconded by Lance Spallholz.. The motion was unanimously approved.

Employee Handbook Revision (NYS Paid Sick Leave): Policy has been revised and distributed to staff. The revisions will be updated within the employee handbook, on approval by the board. A proposal was made by Sue Lesar to accept the revisions to the paid sick leave policy and seconded by Lorrie Anthony. The proposal was unanimously accepted.

Document Retention & Destruction Revision: Nancy made a motion to accept the revisions made to the document retention and destruction policy. *Copies attached.** The motion was seconded by Lydia Hoffman and unanimously approved.

Reopening Plan Revision: Plans continue to be made and created with all state guidelines in mind. Depending on what the state determines for Yellow, Orange, or Red Zones, the degree of services offered by the library will be adjusted accordingly, and are covered in the revised reopening plan for the library. A motion to approve the revisions for the Round Lake Library Reopening Plan was made by Stacey Thayer and seconded by Steve Ames. The motion was unanimously accepted. *Copies attached.**

Executive Session: Nancy Thiessen moved to enter executive session at 7:37pm. Motion to exit executive session was made by Nancy Theissen and seconded by Lydia Hoffman. The motion was unanimously approved

Adjournment: A motion to adjourn was made by Diane Marchand at 8:05 pm.

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