

Round Lake Library Board of Trustees Meeting

January 12th, 2021

Zoom Teleconference

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

Associate Trustees Present: Angela DeMeritt, Lorrie Anthony

Excused: Steve Ames

Absent: None

Director: Jennifer Hurd

Public: None

Meeting Dates: Jan 12, Feb 9 (SALS report), Mar 9, Apr 13, May 11, Jun 8 (budget subcommittee), Jul 13, Aug 10 (approve budget), Sep 14, Oct 12, Nov 9, Dec 14

The meeting was called to order by Nancy Theissen at 7:04pm.

Minutes: The minutes for the December trustees' meeting were reviewed. A motion to approve the minutes of the 12/8/20 meeting was made by Lorrie Anthony, seconded by Stacey Thayer. The minutes were unanimously approved, with an abstention by Diane Marchand, who had difficulty accessing the minutes before the meeting..

Directors Report: The attached* Director's report for December was discussed. Highlights include: -Although the Town of Malta and Saratoga County have not been declared a yellow cluster zone, the library may reduce services based on local positivity rates, staff availability and other factors. -The library continued to offer curbside and in-person services through 12/30/2020. -Public computers were removed and limited in-person browsing resumed as of 12/31/2020, due to rising positivity rates with the town/county. -Despite the challenges, library staff continues to rise above it and continues to provide patron services in new and creative ways. -Because grab 'n go activity kits have been so popular, staff transformed one of most anticipated yearly programs to this format: The annual gingerbread program was not possible this year; staff created pop-tart houses as a grab n' go kit, sending out 140 kits. Staff are also creating book talk videos, booklists and other digital browsing tools to help patrons find new reading material. -The library received a donation from the SALS Board of Trustees in remembrance of former library and SALS trustee Sandra Debus. -Terry Harlow has officially resigned; following her leave of absence she will not return. Her shift is currently covered by other staff members. -The library director thanks the library staff for all of their hard work, flexibility and creativity during this challenging year. The library staff and director would like to thank the board of trustees for their guidance during this pandemic and working to keep everyone safe.

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 December of 2020. Motion to approve the financial documents through December 31st of 2020 was made by Sue Lesar and seconded by Lorrie Anthony. The motion was unanimously approved.

Annual Director's Evaluation: Copies of the latest evaluation were submitted and reviewed by the library director, Jennifer Hurd, and filed with lawyer Tom Peterson. The process has been completed for this year.

Revision to Cluster Initiative and Curbside Service: It has been brought forward by library director, Jennifer Hurd, to revise policies per the cluster initiative guidelines for the state of New York. The revised plan will look at a 7 day rolling average of infection and/or zone designation, to determine the level to which the library will provide services, evaluated on a weekly basis. A motion was made to accept the revisions to the Cluster Action Initiative by Nancy Theissen and seconded by Lorrie Anthony.

Adjournment: A motion to adjourn was made by Angela DeMeritt at 7:50 pm.

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