

Round Lake Library Board of Trustees Meeting

June 8th, 2021

Zoom Teleconference

Trustees Present: Nancy Theissen, Sue Lesar, Lydia Hoffman, Lance Spallholz, Diane Marchand, Emily Galloway

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

Excused: Marlene Sweet, Stacey Thayer

Absent: 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 7:07pm.

Welcome to New Trustee: The meeting opened with a welcome to the member of the board, Emily Galloway. The rest of the board are happy to have her.

Minutes: The minutes for the May trustees' meeting were reviewed. A motion to approve the minutes of the 5/11/21 meeting was made by Lorrie Anthony, seconded by Diane Marchand. The minutes were unanimously approved.

Directors Report: The attached* Director's report for May was discussed. Highlights include: -The library has returned to regular Monday - Friday hours, as of May 10th, 2021, and Saturday hours will be added beginning Saturday, June 5th. -The summer reading program will begin June 8th, and will be a hybrid of virtual and in person programming. Staff have planned several outdoor programs as well as a few recorded story times and activities. The library will also be using ReadSquared, an online reading program that allows users to track their reading progress, play games, and earn digital badges. New York State Library is offering this software at no cost to all NY public libraries. -The library director and board president attended the Southern Adirondack Library System annual meeting on May 17th. The event was virtual. SALS trustees, employees, and director Sara Dallas gave an overview on the status of SALS as a system, how libraries fared through the pandemic, and how important libraries were during this difficult year. -A staff training day was held on May 14th for all library staff from 1 pm – 5 pm. The training was held virtually so that all staff could attend while maintaining social distancing. During training Jill Ryder, SALS Assistant Director and Collection Management Consultant, held a Q&A session on Polaris and LEAP (ILS System). -The month of May saw changes to NY State's regulations on masks, social distancing and gathering limitations. On May 19th, NY State lifted the mask mandate for vaccinated people. The Round Lake Library continues to require masks inside the library to best ensure the health and safety of the diverse population served. Mask policies will be revisited as the summer outdoor programs are planned, and an eventual return to indoor programming in the fall.

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 May of 2021. Motion to approve the financial documents through May 30th of 2021 was made by Lydia Hoffman and seconded by Lance Spallholz. The motion was unanimously approved.

Health & Safety Plan Updates: As of May 3rd, 2021 library materials no longer require quarantine before checking in and reshelving. The lack of a quarantine period also means that book donations/sales can resume. Masks are not needed for patrons who remain seated and distant and/or who are seated in meeting rooms. The decision regarding masks may be determined by individual libraries; because the Round Lake Malta Branch is also located in the Malta Community Center (which requires masks), the library will continue to require masks for patrons moving around within the library. Soft seating will return to the library's common areas. There will be outdoor summer programming

for the library, with the possibility of indoor programming returning in the near future. These measures are all in compliance with Stage 5 of the previously agreed upon regulations.

Audrey Davis Endowment: A \$10,000 endowment check was received by the library and will go into the Honor and Remembrance Fund.

Storage Units: Storage needs, costs, and relative benefits of various possibilities for storage units used for storing donated, used books were discussed. At present, it was decided to stay with the current storage and not pay for additional storage.

Book Sale: The pros and cons of holding a used book sale this year were discussed. Because the Markets at Round Lake have been suspended, it was decided that the book sale might also be amended this year to just selling used books in the library branches.

Malta Carpeting Update: An estimate for replacing the carpeting in the Malta Branch has been obtained. Because the amount is in excess of \$1,000, the board will check with the Town of Malta to see if a minimum of three bids need be obtained.

Adjournment: A motion to adjourn was made by Lorrie Anthony at 8:11 pm.

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