

Round Lake Library Board of Trustees Meeting

November 9th, 2021

Round Lake Community Room

Trustees Present: Nancy Theissen, Lance Spallholz, Sue Lesar, Lydia Hoffman, Marlene Sweet, Emily Galloway

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

Excused: Diane Marchand, 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 7:04pm.

Minutes: The minutes for the October 12th trustees' meeting were reviewed. The motion to approve the minutes for the 10/12/20 meeting was made by Lydia Hoffman and seconded by Lorrie Anthony. The minutes were unanimously approved, with one abstention by Emily Galloway, who was absent from the last meeting..

Directors Report/Reopening: The attached* director's report for September was discussed. Highlights include: -On October 16th, both locations of the Round Lake Library participated in The Great Give Back, a day of service oriented experiences in public libraries throughout New York State. Staff created a few, small, service projects that patrons were able to complete at home and return to the library, including cards for senior living homes, knitted baby caps for Saratoga Hospital, pet portraits (hand drawn by children), and donations for the Saratoga County Animal Shelter. We are hopeful that next year we can do a larger community give back project. -Town historian, Paul Perreault, presented his talk on the Malta Rocket Test Station. The presentation was moved to the multipurpose room of the Malta community center to accommodate large turnout. -The Round Lake Library Malta Branch received a generous and unique collection donation from town resident Kathy Shaw. Kathy was a part of the rescue and recovery efforts on 9/11/01, and collected many books, articles and mementos related to 9/11. She has graciously donated this collection to the library, to be seen and shared. Library staff are working on processing and cataloging these items and will create a permanent display in the Malta branch. She has also expressed interest in doing a presentation at the library. -Library Staff and patrons continue to navigate the COVID-19 precautions and requirements. Masks continue to be required for all who enter the library regardless of vaccination status, and daily cleaning of surfaces continues.

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 2021. Note was made that line item for repairs and maintenance has been exceeded due to the carpet replacement that was done at the Malta branch, but the excess was anticipated and necessary and can be made up from other areas in the budget. Motion to approve the financial documents through October 31st of 2021 and the warrants through September 30th of 2021 was made by Sue Lesar and seconded by Marlene Sweet. The motion was unanimously approved.

Required Documents and Availability: Starting with the December meeting, there is a legal requirement for libraries to supply documents including the board meeting minutes for the previous month, the agenda for the meeting, the library director's report, and the monthly budget, and any other documents pertinent to the public.

Doll House: Options for selling the patron-donated dollhouse for funds to benefit the library were discussed. Various platforms and methods for making the sale were examined. A sale on Facebook Marketplace of \$500 or best offer,

with bids ending at close of day on Wednesday, December 15th, was decided. Funds will go to the donations line of the budget.

Breakdown of deposits to Honor and Remembrance Fund: Two deposits thus far have been made to this fund, and the up to 80% of the annual interest earned will be put toward funding special projects and programs for the library.

Staff position: Paul Lavin is retiring at the end of 2021, and a new employee to fill his position will be needed. The job description and announcement of an opening will be advertised, per library policy, for an individual to work 3 Saturday and evening shifts.

Director Evaluation: Surveys have been handed out to library staff, Sue Lesar and Nancy Theissen will meet to review the results.

Executive Session: Lance Spallholz made a motion to move to executive session to discuss budgetary matters. The motion was seconded by Angela DeMeritt. Motion was made to exit executive session at 8:15 by Nancy Theissen.

Adjournment: A motion to adjourn was made by Lorrie Anthony at 8:16pm.

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