

## Round Lake Library Board of Trustees Meeting

April 12th, 2022

### Round Lake Community Room

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

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

**Excused:** Marlene Sweet, Emily Galloway

**Absent:**

**Director:** Jennifer Hurd

**Public:** None

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

The meeting was called to order by Nancy Theissen at 7:05pm.

**Minutes:** The minutes for the March 8th trustees' meeting were reviewed. A motion to approve the minutes of the 3/8/22 was made by Sue Lesar, and seconded by Stacey Thayer. The minutes were unanimously approved.

**Directors Report:** The attached\* Director's report for March was discussed. Highlights include: -Door counts and circulation increased during the month of March. -On February 23, 2022 SALS/JA implemented a new self-registration for online library cards; patrons receive a digital barcode good for 60 days, which can then be exchanged at the library for a physical library card. 6 online registrations and 1 exchange for a physical card have taken place since the program began. -The library did a soft launch of Hoopla (a new digital platform) on March 23rd, 2022. In the eight days it was active there were 9 patron logins and 12 items circulated. The library plans on a full launch and marketing campaign beginning in May of 2022. -The library director and assistant director attended the Public Library Association Conference in Portland, OR. The 3 day conference is held every 2 years and offers many opportunities to attend programs on library-related issues, network with colleagues, and speak with vendors about library supplies and various materials. -Albany Fire Extinguisher performed their annual inspection of the fire extinguishers at Clark House. Two of the four extinguishers are no longer serviceable and have expired. They have ordered two new ones and will install them when they are delivered. -The Malta Community Center has a new Acting Director, Kristan Gottman. -In the Malta Branch, the town maintenance crew are working to switch all existing lights to LED bulbs. Bulbs were ordered over a month ago, have arrived, and are being switched over the next week. The maintenance crew is also working to repair a spot in the wall located in the back workroom where a leak occurred a few months ago. -The town is looking into replacing the existing phone system at the community center, including the library. We were notified by the Town Comptroller that this is being discussed but the process could take a while to be implemented.

**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 March of 2022. Motion to approve the financial documents through March 31st of 2022 was made by Diane Marchand and seconded by Lorrie Anthony. The motion was unanimously approved

**Emergency Library Closures/Staff Hours:** The proposal that library staff be paid their normal rate in case of emergency closure was discussed. A motion was made to make effective through the trustees meeting for April 2023 a policy to pay staff who lose hours in case of emergency closure, and for the policy to be reviewed again when it expires by Nancy Thiessen. The motion was seconded by Angela DeMeritt. The motion passed, with one opposing vote by Diane Marchand.

**Computer Order:** For the 7 computers due to be replaced in both library branches, the amount needed (\$6,258) exceeds the amount budgeted (\$4,500). The deadline for the order is April 15th, but the computers will not be received until mid- to late summer.

**Staff Development Day - June 7th:** Library Director, Jennifer Hurd, discussed plans for a staff development day that include familiarizing staff with evacuation and fire safety procedures and other needed information. A motion was made by Nancy Theissen to close the library on Tuesday, June 7th for a staff development day. The motion was seconded by Lorrie Anthony and unanimously passed.

**Book Drop for Malta:** The existing book drop at the Malta Branch is rusted out and beyond repair. Several options and quotes were looked at as possibilities for replacement. Once ordered, the book drop should arrive during the summer. A motion was made to buy EZDrop book drop by Diane Marchand, and seconded by Lydia Hoffman. The motion was unanimously passed.

**DVD Circulation Period Change:** The circulation policy for DVDs is currently for 7 days with the possibility for 1 renewal. A proposal was made to extend the circulation period for all DVDs to 14 days. A motion was made to extend the 7 day DVD circulation period to 14 days by Stacey Thayer, seconded by Sue Lesar. The motion passed, with one abstention by Lance Spallholz.

**Adjournment:** A motion to adjourn was made by Lorrie Anthony at 7:52pm.