

**Round Lake Library Board of Trustees Meeting**  
**Sept 13, 2022 – 7pm**  
**Round Lake Village Community Room**

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

**Associate Trustees Present:**

**Absent:**

**Excused:** Steve Ames, Angela DeMeritt, Emily Galloway, Lorrie Anthony, Sue Lesar

**Director:** Jennifer Hurd

**Public:**

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

The meeting was called to order by Nancy Theissen at 7:06pm.

**Minutes:** The minutes for the July 12, 2022 Trustees' Meeting were reviewed. A motion was made by Lance Spallholz to approve them. It was seconded by Lydia Hoffman and approved with 1 abstention. The minutes for the Aug 9, 2022 Trustees' Meeting were reviewed. A motion was made to approve the minutes by Stacey Thayer, seconded by Diane Marchand and approved with 1 abstention

**Directors Report:** The August report included the following: a recap of the very successful summer reading program, \$5,076 received from SALS for Local Library Services Aid, a successful book sale netting \$5,224, and SALS moving forward with the purchase of Meraki wireless routers.

-\**attached*

**Library Statistics:** Monthly reports for the library statistics were reviewed with no questions.

\**attached*

**Budget/Quarterly Reports/Warrants:** The Board went over the monthly reports for the library budget, as well as profit/loss, balance sheets, and warrants for Aug 2022. Lance Spallholz pointed out that under the "% of Budget" column there were some lines (Book Replacements and LLSA) that indicated 0% when in fact there had been activity. Jennifer Hurd will speak with Brian about revising the report. A motion to approve the financial documents with the suggested revisions through Aug 31, 2022 was made by Diane Marchand, seconded by Marlene Sweet and approved with 1 abstention. \* *attached*

**Trustee Position Update:** Mark Marion would like to serve out Emily Galloway's term. Once he meets the WRLIS meeting attendance requirement he can be voted into that position.

**2023 Holiday Schedule:** Due to an oversight we did not approve the 2023 Holiday Schedule as early as usual. Jennifer Hurd presented the proposed holiday schedule for 2023. Nancy Theissen made a motion to accept it as presented. It was seconded by Marlene Sweet and unanimously approved. \* *attached*

**Staffing:** Jennifer Hurd told the board of a potential staff shortage for Halloween. She suggested library hours on Oct 31 from only 10am-3pm with treats being handed out after that. A motion to approve that change was made by Lydia Hoffman, seconded by Lance Spallholz and unanimously approved.

**Book Sale Summary:** Nancy Theissen reported on some of the book sale specifics (net proceeds of \$5,224, all 200 of the library totes were sold, and tremendous appreciation to all the volunteers, especially Lydia Hoffman who coordinated that effort). To the delight of many guests, the organ was played by Jonathan Fuller on Sunday morning. It was suggested that next year we actually schedule & advertise a “performance” at least on Sunday, if not both days. Also vendors would like the opportunity to shop an hour ahead of opening time on Sunday morning. And lastly, next year volunteer sign-ups will be online in conjunction with the Markets at Round Lake.

**Other:** Jennifer Hurd & staff are planning more activities to celebrate 125 years of the library. She will also order more totes for future needs and possible events.

**Adjournment:** Diane Marchand made a motion to adjourn the meeting at 7:28.

***\* attached indicates that copies are available for viewing at each of the library branches***