

Round Lake Library Board of Trustees Meeting
September 8, 2015
Round Lake Library

Trustees Present: Bill Ryan, Nancy Theissen, Paul Block, Deb Albrecht, Lydia Hoffman, Lance Spallholz, Jean Sweet

Associate Trustees Present: Steve Ames, Angela DeMeritt

Absent:

Excused: Craig Warner, Danielle Rigney

Director: Jennifer Hurd

Public: None

Presenters: David R. Meager, Adirondack Trust Insurance

Quorum Present

The meeting was called to order by Nancy Theissen at 7:00pm.

Minutes: A motion to approve the minutes of the 8/11/2015 meeting was made by Bill Ryan, seconded by Paul Block, and unanimously approved with an abstention by Lance Spallholz, who was not present at the last meeting.

Directors Report: Jennifer Hurd presented the attached director's report. Highlights include:

-Success of Summer Reading Program and events, including an end of summer celebration with Andy the Music Man

-A visit by New York State Assemblywoman Carrie Woerner to both branches of the library

-Thanks to Diane Shapiro for her organization of the annual library book sale, with funds amounting to nearly \$2500 raised

-Director, Assistant Director, and Associate Director are drafting an Emergency Procedures document for library staff to follow in case of events ranging from power outage to medical emergency

Library Statistics: Monthly reports for the library statistics were reviewed. Copies attached.

Budget/Quarterly Reports/Warrants: The Board reviewed the August of 2015 monthly reports for the library budget; profit/loss and balance sheet (copies attached). A review was also made of quarterly reports and warrants. A motion was made to approve the financial documents by Jean Sweet, seconded by Deb Albrecht and unanimously approved.

Unemployment/Leave Update: A personnel matter involving a unemployment claim has been resolved as of 8-19-15

Malta Community Day: Malta Community Day will be held on Saturday, September 12, 2015 at Shenentaha Creek Park from 10am - 4pm. A table for the library will be staffed by director Jennifer Hurd and Trustee volunteers.

Subcommittees: Bill Ryan is working to draft an evacuation plan for the library, in case of emergency. Paul Block and Jean Sweet are working to develop a policy regarding vacation time for the library director, and Nancy and Lydia are drafting a policy for evaluation of the library director.

Insurance Review: Dave Meager of Adirondack Trust Insurance was present to review the insurance coverage for both branches of the library, the new policy for which was instated 9-1-15 and will run through 9-1-16. A copy of the insurance summary is attached.

Endowment Fund: Lance Spallholz has been drafting a resolution to establish an endowment fund to manage monetary gifts left to the library. It was agreed that the language of the document and its particulars be reviewed with lawyer Tom Peterson before being put to a board vote for approval.

Meeting was adjourned at 8:03pm