Round Lake Library Board of Trustees Meeting
February 12, 2019 – 7pm
Round Lake Village Community Room

Trustees Present: Nancy Theissen, Diane Marchand, Sue Lesar, Courtney Graham, Lydia Hoffman, Lance Spallholz, Stacey Thayer
Associate Trustees Present:
Absent:
Excused: Angela DeMeritt, Lorrie Anthony, Steve Ames, Rachel Ziegler-Sheridan, Jennifer Hurd
Director:
Public:
Presenter:
Meeting Dates: Jan 9, Feb 13 (SALS report), Mar 13, Apr 10, May 8, Jun 12 (budget subcommittee), Jul 10, Aug 14 (approve budget), Sep 11, Oct 9, Nov 13, Dec 11 (review terms of office)
Quorum present: Yes

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

Minutes
 A motion was made by Lance Spallholz to approve the minutes of January 9, 2019, seconded by Lydia Hoffman and approved with 2 abstentions.

Directors Report
Jennifer Hurd submitted a report which was reviewed. It included circulation and door count numbers for January, hiring of 2 new library assistants, and receipt of a $4000 check from Senator Tedisco. She also noted her appreciation to volunteers who painted the circulation, computer and adult fiction areas of the library. SALS held a training session in January for a new Patron registration tool. The information was passed on to all library staff at a staff meeting. *attached**

Library Statistics
Monthly reports for the library statistics for January 2019 were reviewed with no questions. *attached**

Budget/Monthly Reports/Warrants
Lnace Spallholz noted that the year listed at the top of the Actual vs. Budget sheet was incorrect. Brian will make the change. A motion was made by Diane Marchand to approve the monthly financials including the Actual vs Budget, Balance and Profit and Loss sheets for January 2019. It was seconded by Sue Lesar and approved with 1 abstention.
attached*

Stewart Grant
In Lorrie's absence this was tabled until next meeting

Plan of Service
There have been 2 meetings to draft a 5 year Plan of Service for the Round Lake Library. We are using the Greenwich Library Strategic Plan as a template and are addressing 5 major goals. We expect to have a draft completed sometime in March.

SALS Annual Report
Jennifer Hurd had emailed a draft of the SALS Annual Report to the trustees in advance of the meeting. Lance Spallholz had several questions which were answered by Jennifer during the meeting on speaker phone. Courtney Graham made a motion to approve the 2018 Annual Report for Public and Association Libraries. It was seconded by Diane Marchand and approved with 1 abstention.

Bag of Books Sale
Jennifer Hurd would like to hold a Bag of Books Sale during the week of February 18 – 23, 2019. We are accumulating a lot of donations and running out of storage space. The Board of Trustees was fine with this.

Staff Development Day
Jennifer has asked permission to close both libraries for a Staff Development Day on either March 22 or 29, 2019. She needs to share the changes to the ILS system along with new security procedures and policies. In addition the staff would like to review the daily procedures and have time to ask questions in a small group setting. Nancy Theissen made a motion to allow the requested staff development day. It was seconded by Lance Spallholz and approved with 1 abstention.

Meeting with Tim Fontaine – Adirondack Trust
Tim Fontaine has replaced financial advisor, John Conroe, at Adirondack Trust. He would like to introduce himself to the board and any WRLIS members who have a financial responsibility for the organization. We will invite him to do a 10 minute presentation at the beginning of our next trustees meeting.

Malta Newsletter
Articles to be included in the spring Malta newsletter are due by March 1, 2019. Nancy will ask Jennifer Hurd to address this.

Clark House Triage Update
Diane Marchand reported that the committee has been on a break but will be meeting again this week. She will update the board next month.

Motion to adjourn was made by Sue Lesar at 7:37 pm.

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