

**Round Lake Library Board of Trustees Meeting  
January 9, 2018 – 7pm  
Round Lake Village Community Room**

**Trustees Present:** Nancy Theissen, Lance Spallholz, Jean Sweet, Diane Marchand, , Lydia Hoffman

**Associate Trustees Present:** Steve Ames,

**Absent:** Dan Curtis

**Excused:** Angela DeMeritt, Rachel Ziegler-Sheridan, Courtney, Lorrie Anthony

**Director:** Jennifer Hurd

**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**

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

### **Minutes**

The minutes for the December trustees' meeting were reviewed. A motion to approve the minutes of the 12/12/17 Board of Trustees Meeting was made by Lydia Hoffman, seconded by Lance Spallholz and unanimously approved. **attached\***

### **Directors Report**

Jennifer Hurd presented the director's report. Highlights include the following:

- A very successful Gingerbread House program – 166 participants
- \$5000 grant from Global Foundries received (will be used for programs for our special needs patrons)
- Inventory complete at Clark House and well underway at Malta
- Light colored carpeting at Malta is being replaced by the Town of Malta . Once installed Jean Sweet will write a thank you note to the town. **attached\***

### **Library Statistics**

Since the assistant director has been out for a few days, abbreviated monthly reports for the library statistics were reviewed. Full reports will be submitted once they are available. **attached\***

### **Budget/Monthly Reports/Warrants**

The Board reviewed monthly reports for December 2017 which include the library budget, profit & loss, balance sheet and warrants. **attached\*** Lance Spallholz raised the question of why there still is an "unspecified" column. Nancy Theissen will check with Brian Guarneri on this. He also had several other line item questions which were answered. A motion to approve the financial documents was made by Diane Marchand, seconded by Jean Sweet and unanimously approved.

### **Library Sign at Malta Branch Update**

The new sign was ordered from AJ Sign Company in Burnt Hills. When completed, they will install it using special lock nuts for additional security.

### **Director Evaluation Update**

Nancy Theissen and Diane Marchand met with Jennifer Hurd to review her evaluation. All parties signed and dated the document and copies were given to Jennifer, Nancy and Tom Peterson (library attorney) for the director's personnel file.

### **Clark House Triage Update**

Diane Marchand summarized the following:

- The committee met at Clark House with Adirondack Basement. After a very thorough assessment of the structural issues of the building, the representative suggested the installation of a steel beam along with 16 "smart jacks" to stabilize the structure. He has submitted an estimate of \$19,224. It will be discussed at the next WRLIS meeting.
- After a thorough tour of Clark House Tina Alviar created a spreadsheet itemizing each issue raised by the committee. Items were categorized as either library or WRLIS and will eventually be prioritized
- Construction and other grants will be investigated as a source of supplemental funding

### **Proposal for Employee Changes**

Jennifer Hurd explained the library staff structure (a director, an assistant director, an associate director, 2 senior library assistants and 16 library assistants). Most work at both locations. Because of varying schedules and specific job responsibilities, there are times that there isn't always a senior staff member to make higher level decisions. She proposed promoting 2 additional library assistants (based on seniority) to senior library assistants. After discussion about an hourly rate increase to reflect the added responsibilities, the group agreed that a \$.53/per hour increase for each of the 2 employees would align their new rates with the current senior library assistant salary schedule range. Lance Spallholz made a motion that "Under the recommendation of Jennifer Hurd, we agree to promote 2 library assistants to senior library assistants with an hourly rate increase of \$.53/hour effective January 15, 2018." The motion was seconded by Jean Sweet and unanimously approved.

### **Library Goals – Short & Long Term**

Prior to this meeting Nancy Theissen emailed trustees to consider suggestions for short and long term library goals. The plan was to brainstorm ideas, review them at the February meeting and eventually formalize plans for achieving them. The following list was generated:

#### **Short Term**

More teenage programs

More technology programs

Improve the computer area

Improve the computer learning experience

Clean up the look of Clark House – particularly 2nd floor

Utilize Clark House spaces better

Capitalize on the enthusiasm for the children's gardening program with a garden shed or green House

Install more electrical floor outlets in Malta

Get more signage for Malta to identify its location both from the road and the actual building

**Long Term**

Improve the computer area

Build a separate library in Malta

Negotiate a new contract with the Town of Malta

Nancy encouraged people to email her with any other ideas prior to our next meeting.

Motion to adjourn was made by Lance Spallholz at 8:19 pm.

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