

Round Lake Library Board of Trustees Meeting

January 8th, 2019

Round Lake Community Room

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

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

Excused: Courtney Graham, Rachel Ziegler-Sheridan, Jeanne Sweet

Absent: None

Director: Jennifer Hurd

Public: None

Meeting Dates: Jan 8, Feb 12 (SALS report), Mar 12, Apr 9, May 7, Jun 11 (budget subcommittee), Jul 9, Aug 13 (approve budget), Sep 10, Oct 8, Nov 12, Dec 10

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 12/11/18 meeting was made by Diane Marchand and seconded by Sue Lesar. The minutes were unanimously approved, with abstentions by Lance Spallholz and Angela DeMeritt who were absent from the last meeting.

Directors Report: The attached* director's report for December was discussed. Highlights include: -The town of Malta replacing portions of the carpeting in the Malta Branch building. -A strong showing for library programs; 57 programs offered during the month of December, with a total attendance of 705 patrons, with particular interest in programs designed for families. -2 library employees (Jennifer Finkle and Jennifer Hurd) have taken classes and passed exams to become notaries public, funded through the Libraries Mean Business grant awarded to SALS. Both library buildings will now have a notary public available on select days. -The SALS/MVLS JA security policy has been sent to all users, and all staff have read and signed the policy to retain access to email and Polaris.

The director also reminded the trustees that the annual report will need to be reviewed at the February meeting.

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 and balance sheets for December of 2018, with note made of the conterminous nature of amounts budgeted to expenditures. Note was made of specific line items that went over budget (e.g. Supplies and Furniture) due to expenses that, while not included in the initial budgeting, were covered by surpluses in other areas of the budget. Employee pay increases that will take place during 2019 and coming years and covering the additional expense in the budget were also discussed. Motion to approve the financial documents through December of 2018 was made by Lorrie Anthony, and seconded by Lance Spallholz. The motion was unanimously approved.

Stewarts Grant: Lorrie Anthony presented her investigation into application requirements for grants provided by Stewart's Shops and Alfred Z. Solomon. The board and director discussed applying for grants to fund new children's and family programs from each of the organizations.

Plan of Service: A meeting will take place on Thursday, January 10th at the Clark House building to develop a long-term plan of service for the library. The long-term plan is required within the updated minimum standards for New York State public libraries.

Clark House Triage: Renovations were put on hiatus for the holiday season, but will be back in progress in February. The interior of the building is intended to be done by volunteers during the month of January, the first session of which will be Sunday, January 20th and will not, therefore, have any impact on the hours of operation for Clark House.

Executive Session: A motion was made by Nancy Theissen for the board to enter executive session at 7:40pm, and seconded by Diane Marchand. Motion was made to end executive session at 8:37pm by Sue Lesar.

Adjournment: A motion to adjourn was made by Lydia Hoffman at 8:37pm.

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