

**Round Lake Library Board of Trustees Meeting**  
**May 14, 2019 – 7pm**  
**Round Lake Village Community Room**

**Trustees Present:** Nancy Theissen, Sue Lesar, Lydia Hoffman, Lance Spallholz, Stacey Thayer

**Associate Trustees Present:** Lorrie Anthony

**Absent:**

**Excused:** Diane Marchand, Courtney Graham, Rachel Ziegler Sheridan, Steve Ames, Angela DeMeritt  
Steve Ames

**Director:** Jennifer Hurd

**Public:**

**Presenter:** Tim Fontaine

**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 7:01pm.

**Tim Fontaine – Adirondack Trust**

Tim Fontaine, certified financial planner from Adirondack Trust, has replaced John Conroe and attended the meeting to introduce himself to the trustees. He also reviewed our investment portfolio noting that we have a YTD increase of 11% and an overall increase of 8 ½ %.

**Minutes**

A motion was made by Lorrie Anthony to approve the minutes of April 9, 2019, seconded by Lydia Hoffman and approved with 3 abstentions.

**Directors Report**

Jennifer Hurd presented the Director's Report. She noted the library's appreciation of the \$10,000 bequest from the estate of Audrey Davis. Also, Stephen Ristau completed the installation of 2 outlets at the Malta Branch in early April. And lastly, the library staff has begun the planning process for this year's summer reading program. The theme, "A Universe of Stories," will be hosting many space themed programs and activities. **attached\***

**DVD/Audio Circulation Change**

Jennifer Hurd explained that we currently do not circulate our DVDs and audio books to meet the patron requests from other libraries in the SALS and MVLS systems. When they were originally purchased they were considered to be expensive and our delivery service was not as reliable as it is now. Most libraries in our system fill requests and Jennifer suggested that we change our policy as well. The only stipulation would be that New & Popular titles could only be picked up at our library. This could free some shelf space and would increase our inter-library loan credit. Nancy Theissen made a motion that the Round Lake Library fill requests from other libraries in the SALS and MVLS for DVDs and audio books. It was seconded by Sue Lesar and approved with one abstention. Jennifer Hurd will add this change to our library policies.

**Assistant Director Retirement**

Nancy Sheahan, our current assistant director, will be retiring from the Round Lake Library on May 16, 2019. She started her career as a volunteer in 1979 and has served our community well for many years. Most recently she has been responsible for managing all the library statistics and preparing monthly and annual reports. She has shared these skills with our director and associate director. Plans are to reassign

her responsibilities within the current staff. We appreciate all of her work and wish her the best in retirement.

#### **Library Statistics**

Monthly reports for the library statistics for April 2019 were reviewed with no questions. **attached\***

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

Lance Spallholz raised the point about a 0% in the “percentage of budget” column for Workers Comp. Nancy Theissen will follow up on this. He also needs some clarification on the Profit & Loss by Class sheet. He will likely contact Brian Guarneri on this question. He also would like Brian to insert the word (Ongoing) next to Book Shop and (Annual) next to Book Sales. A motion was made by Sue Lesar to approve the monthly financials including the Actual vs Budget, Balance and Profit and Loss sheets for April 2019. It was seconded by Lorrie Anthony and approved with 1 abstention. **attached\***

#### **Sexual Harassment Training**

About half of the staff members have completed the sexual harassment training required by NYS. The rest will complete theirs by the deadline of May 31, 2019. Jennifer Hurd is also working on changes to our Sexual Harassment Policy. She will likely have a draft for our next meeting.

#### **Proposed By Laws Change**

Nancy Theissen proposed an amendment to the By Laws related to the library board appointing all library employees. This is in keeping with the directive from Joe Eisner, NYS Library trustee and consultant. In accordance with our current by laws, Article VII, the proposed amendment must be presented in writing at a prior meeting. Since this was done, a vote will take place at the June 11, 2019 meeting. **attached\***

#### **Honor & Remembrance Fund**

Lance Spallholz announced that there will be a free Stony Creek Band concert at the auditorium on June 16<sup>th</sup> to benefit both the auditorium and the Honor and Remembrance Fund. Donations will be accepted and distributed 50% to the band, 25% to the auditorium and 25% to the Honor & Remembrance Fund. He prepared the **attached** sheet describing the Honor and Remembrance Fund for the trustees to review. Bookmarks are also being printed and handed out over the next month. Lance also prepared samples of bookplates that could be used if donations are made to the fund.

#### **Plan of Service**

Lydia Hoffman and Lorrie Anthony have met and are nearing completion of a draft for the “Addressing the Needs of the Malta Community” and “Future Possibilities for Malta Branch” portion of the plan. Nancy Theissen will schedule the next meeting.

#### **Annual SALS Meeting**

Those who plan to attend (Lance Spallholz, Nancy Theissen, Stacey Thayer and Jennifer Hurd) confirmed time and transportation plans.

Motion to adjourn was made by Lorrie Anthony at 8:21 pm.

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

