

## **Round Lake Library Board of Trustees Meeting**

**March 12th, 2019**

### **Round Lake Community Room**

**Trustees Present:** Nancy Theissen, Diane Marchand, Lydia Hoffman, Lance Spallholz, Sue Lesar, Stacy Thayer, Courtney Graham, Rachel Ziegler-Sheridan

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

**Excused: None**

**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 February trustees' meeting were reviewed. A motion to approve the minutes of the 2/12/19 meeting was made by Lorrie Anthony and seconded by Sue Lesar. The minutes were unanimously approved, with abstentions by Angela DeMeritt, Lorrie Anthony, Steve Ames, and Rachel Ziegler-Sheridan, who were absent from the last meeting, and also by Stacy Thayer who is not yet a voting member of the board.

**Directors Report:** The attached\* director's report for February was discussed. Highlights include: -High circulation and attendance during the month of February, as well as 64 programs offered during the course of the month that were attended by 567 patrons. -Staff and volunteers have started a weekly afternoon story time as well as after school homework help programs. -A successful book sale held during the week of February 18-23 which raised \$398 for the library. -The New York State Annual Report for Public and Association Libraries was turned in to SALS on February 13th; a copy of the report will be submitted to Malta Town Supervisor, Darren O'Connor. -Training for the new SALS e-card registration tool was completed at a staff meeting on February 1st. -A reminder that the library will be closed on March 22nd for a Staff Development Workshop day.

**Book Storage:** Note was made that the current storage facility used for the storage of books donated to the library will no longer be offered gratis to the library, but that Mabey's Self-Storage in Round Lake will offer use of a storage unit to the library for no charge. The donated books will be moved to the new storage facility before April 1st.

**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 February of 2019. Motion to approve the financial documents through February of 2019 was made by Lydia Hoffman and seconded by Diane Marchand. The motion was unanimously approved, with an abstention by Stacy Thayer.

**Joint Automation Agreement:** The agreement with Joint-Automation, providing services to the library, was briefly discussed. Motion to approve the agreement was made by Lorrie Anthony, and seconded by Angela DeMeritt. The motion was unanimously approved, with an abstention by Stacy Thayer.

**Electrical Outlets Proposal:** A proposal to install two new electrical outlets within the Malta Branch building was reviewed. Stephen Ristau of AEC Electrical, submitted a quote of \$725 to install two new outlets on either side of a built-in bookcase located between the two study rooms *\*copy attached*. Terry Barnes, responsible for buildings and maintenance with the Town of Malta has been consulted, and Alyssa Benway, director of Parks and Rec for Town of Malta, approved the work. A motion was made to accept Stephen Ristau's proposal to install two outlets per his submitted quote by Nancy Thiessen, and seconded by Diane Marchand. The motion was unanimously approved, with an abstention by Stacy Thayer.

**Grants:** Possible sources of grant funding were brought to the attention of the board by Lorrie Anthony. Programs that might be funded by the grants were discussed, as well as submission deadlines.

**Clark House Triage:** Work to obtain a quote for a renovation of the porch space in Clark House is underway. The renovation should result in adding approximately 110 square feet of year-round useable space to the library. A new shed will be needed for storage in coming months, when the one currently in use is moved away.

**Adjournment:** A motion to adjourn was made by Angela DeMeritt at 7:37pm.

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