

## Round Lake Library Board of Trustees Meeting

October 10, 2017  
Round Lake Community Room

**Trustees Present:** Nancy Theissen, Lance Spallholz, Diane Marchand, Lydia Hoffman, Courtney Max, Rachel Ziegler-Sheridan

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

**Absent:** None

**Excused:** Jean Sweet,

**Director:** Jennifer Hurd

**Public:** None

**Meeting Dates:** Jan 10, Feb 14 (SALS report), Mar 14, Apr 11, May 9, Jun 13 (budget subcommittee), Jul 11, Aug 8 (approve budget), Sep 12, Oct 10, Nov 14, Dec 12

**Quorum present**

The meeting was called to order by Nancy Theissen at 7:04pm.

**Introduction of New Malta Associate Trustee:** Lorrie Anthony was introduced to the board as the new Associate Trustee from the Town of Malta.

**Minutes:** The minutes for the September trustees' meeting were reviewed, with a small change made to include the 2017 meeting dates. A motion to approve the minutes of the 9/12/17 meeting was made by Lydia Hoffman and seconded by Lance Spallholz. The minutes were unanimously approved, with abstentions by Angela DeMeritt and Rachel Ziegler-Sheridan, who were absent from the September meeting.

**Directors Report:** The attached\* director's report for September was discussed. Highlights include: - The approval of an increase in the amount of materials budget allocated to yearly Overdrive contributions (from 2% to 3%) by the Director's Council at their September meeting - Preparation for inventory of collections at both locations, to be completed by November 20, 2017 -Updated procedures completed, with plans to present to staff at the October 27th Staff Development Day -Library Assistant Aidan Bean has tendered his resignation; his position will be filled by Rebecca Selig -Sarah Hobbs has joined the library staff and will be covering shifts, as needed -The library will be closed on October 27th for Staff Development Day

**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 September of 2017. A motion to approve

the financial documents through September 2017 was made by Diane Marchand, seconded by Rachel Ziegler-Sheridan, and unanimously approved.

**Insurance Update:** The insurance coverage for the two library branches was reviewed, with the notable change of the NYS Paid Family Leave Benefit being instated as of January 1, 2018.

**Employee Handbook Changes:** Changes to the employee handbook, proposed by the library director, Jennifer Hurd, and approved by library senior staff, were discussed by the board. Diane Marchand made motion to approve the changes to the library handbook, as discussed, and was seconded by Courtney Max. The motion passed with unanimous approval.

**Defibrillator and Red Cross Training Update:** Lance Spallholz presented his findings on the acquisition of an Automated External Defibrillator, and the required training for its use. Possible sources of funding for purchase of the AED and specifics of safety training continue to be investigated.

**Adjournment:** A motion to adjourn was made by Steve Ames at 8:04pm.