

**Round Lake Library Board of Trustees Meeting  
July 9, 2019 – 7pm  
Round Lake Village Community Room**

**Trustees Present:** Nancy Theissen, Sue Lesar, Lydia Hoffman, Lance Spallholz, Stacey Thayer, Diane Marchand, Courtney Graham

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

**Absent:**

**Excused:** Rachel Ziegler Sheridan, Angela DeMeritt

**Director:** Jennifer Hurd

**Public:**

**Presenter:**

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

**Quorum present:** Yes

The meeting was called to order by Nancy Theissen at 7:03pm.

**Minutes**

A motion was made by Lorrie Anthony to approve the minutes of June 11, 2019, seconded by Sue Lesar and unanimously approved.

**Directors Report**

Jennifer Hurd presented the June Director's Report which included ordering 4 new computers as part of the computer replacement plan, announcing the 20% discount program with SPAC for 10 classical and world music performances, reporting on the Summer Reading Program kickoff and sharing the resignation of library assistant, Natalie Kendrach. Regarding this last item, there was some discussion of the hiring process and whether we actually need a written policy. Jennifer will be checking to see whether other association libraries have one. In the meantime, Jennifer and Mary Beth Max have interviewed a possible candidate to fill the vacancy and would like to offer her the job. Her hourly rate was discussed and agreed upon. If she accepts, she will be appointed by the trustees at the August meeting.

***attached\****

**Library Statistics**

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

**Budget/Monthly Reports/Warrants**

A motion was made by Diane Marchand to approve the monthly financials including the Actual vs Budget, Balance and Profit and Loss sheets for June 2019. It was seconded by Nancy Thessen and unanimously approved. ***attached\****

**Book Sale**

Nancy Theissen encouraged trustees to sign up for at least one shift during the Aug 10-11, 2019 Book Sale. Lydia Hoffman generously offered to arrange for all book sale volunteers.

### **Plan of Service/Strategic Plan**

The Strategic Plan was sent to trustees for their review prior to this meeting. Lance Spallholz made several suggestions for change in the History portion of the document. In addition he questioned the accuracy of the Mission Statement as well as noting some grammatical edits. Following discussion, the Mission Statement and grammatical edits were corrected. The group consensus was to leave the history as written. A motion was made to approve the 2019-2024 Strategic Plan with the specified corrections by Nancy Theissen. Lorrie Anthony seconded the motion and it received unanimous approval. Copies will be available at both libraries and on the library website.

### **Proposed Budget**

Nancy Theissen and Lance Spallholz explained the specifics of the proposed 2020 Round Lake Library Budget to the trustees. The committee who worked on the budget also included Diane Marchand, Lorrie Anthony and Jennifer Hurd. Following a few questions and the deletion of the "Rollover of Prior Funds" line, Lydia Hoffman made a motion to approve the 2020 Round Lake Library Budget including the salary schedule. It was seconded by Lance Spallholz and approved with 1 abstention from Courtney Graham who recused herself due to conflict of interest. Next it will be presented to the WRLIS membership at the July 18, 2019 meeting. If it is approved, it will then be submitted to The Town of Malta. There also was discussion of opening up contract negotiations with the Town of Malta at this time rather than waiting until the lease agreement ends December 31, 2020. The trustees were asked to review the current contract prior to our next monthly meeting, to consider any changes as well as who should represent the Board of Trustees in the negotiation process.

### **Announcement**

The Village of Round Lake issued a check for \$103.25 to The Round Lake Library for their portion of the proceeds from the Stony Creek concert held in June. It was mailed to Tim Fontaine at Adirondack Trust to be deposited into the Honor and Remembrance Fund.

Motion to adjourn was made by Diane Marchand at 8:19 pm.

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