

Round Lake Library Board of Trustees Meeting

November 14, 2017

Round Lake Library, Malta Branch

Trustees Present: Nancy Theissen, Lance Spallholz, Diane Marchand, Lydia Hoffman, Courtney Max, Rachel Ziegler-Sheridan, Dan Curtis, Jeanne Sweet

Associate Trustees Present: Angela DeMeritt, Lorrie Anthony

Absent: None

Excused: Steve Ames

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 7:02pm.

Minutes: The minutes for the October trustees' meeting were reviewed. A motion to approve the minutes of the 10/10/17 meeting was made by Jeanne Sweet and seconded by Lydia Hoffman. The minutes were unanimously approved.

Directors Report: The attached* director's report for October was discussed. Highlights include: -Inventory of the library's collections has begun, starting with Clark House, and will be completed in both locations by the end of the year. -The receipt of \$4,000 in bullet aid from Senator Jim Tedisco. -A successful staff development day which provided helpful training in library operations and a workshop on library security.

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 October 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.

Food for Fines: Library Director, Jennifer Hurd, suggested the library repeat the 'Food for Fines' library program. The library will waive \$1 of fines owed by a patron in exchange for each food item donated to the local food pantry from November 20th - November 26th, 2017. Dan Curtis made a motion to approve the proposal, seconded by Angela DeMeritt, and unanimously approved.

Charter Change: The new library charter, in which the trustee term length of 5 years is now consistent with that stated in the library bylaws, has been completed; thanks to Rachel Ziegler-Sheridan for her work in doing so. The charter will be signed by Diane Marchand, WRLIS President.

Library Sign at Malta Branch: It was proposed that a long-missing sign on Route 9 in Malta (which previously hung below the sign for the Malta Community Center) be replaced. A quote has been obtained from the maker of the previous sign, AJ Signs in Burnt Hills, and a second quote will be provided by Adirondack Signs. It was suggested and agreed upon that the library use funds to pay for the new sign, which will be aesthetically consistent with the existing sign from which it will hang, and be secured to deter removal.

Clark House Updates and Plans: WRLIS has formed a new committee, headed by president Diane Marchand, to research and complete needed repairs to the Clark House building. The needs of the building are many and Diane's findings will be presented to WRLIS at the next meeting.

Defibrillator and Red Cross Training Update: Lance Spallholz has been in communication with the coordinator for CPR classes with the Malta Ridge Fire Department to propose classes in CPR and use of defibrillator for staff at some time in January or February of 2018.

Director Evaluation: Library Director, Jennifer Hurd, has completed her self-evaluation forms to begin the process of an annual director evaluation that will be continued in the coming weeks.

Adjournment: A motion to adjourn was made by Nancy Theissen at 8:12pm.

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