

**Round Lake Library Board of Trustees Meeting**  
**April 10, 2018 – 7pm**  
**Round Lake Village Community Room**

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

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

**Absent:**

**Excused:** Angela DeMeritt, Jean Sweet

**Director:** Jennifer Hurd

**Public:**

**Presenter:**

**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**

The meeting was called to order by Nancy Theissen at 7:02pm.

It was noted that the March regular monthly meeting was cancelled due to weather.

### **Minutes**

The minutes for the February trustees' meeting were reviewed. A motion to approve the minutes of the 2/13/18 Board of Trustees Meeting was made by Lorrie Anthony, seconded by Courtney Max and unanimously approved. **attached\***

A special meeting to approve hiring a new accountant was held on 4/4/18. A motion to approve those minutes was made by Lydia Hoffman, seconded by Lance Spallholz and approved with 1 abstention. **attached\***

### **Directors Report**

Jennifer Hurd presented the director's reports for both February and March. Highlights include:

- Albany Fire Extinguisher inspection and replacement of 2 extinguishers
- Carpet tiles for Malta have arrived and will be installed
- Inventory completed on Feb 28, 2018 (Jennifer recommends doing this every 5 years)
- Clark House closing for basement work (preparations and then completion)
- Updating of computers by SALS/JA
- Staff Meeting updates
- Ordering of 3 catalog, 4 public and 4 staff computers (will arrive Apr or May)

### **Library Statistics**

Monthly reports for the library statistics for both February and March were reviewed with no questions. **attached\***

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

The Board reviewed monthly reports for February and March which include the library budget vs. actual, profit & loss, balance sheet and warrants. There was discussion about the "Supplies" budget line and the expenditures so far this year. Jennifer Hurd noted that the amount budgeted in 2018 was a reduction of

\$500 from what was budgeted in 2017. We will definitely need to increase this figure when preparing next year's budget. A motion to approve the financial documents for 2/28/18 and 3/31/18 was made by Diane Marchand, seconded by Nancy Theissen and unanimously approved. **attached\***

### **Annual SALS Meeting**

Nancy Theissen reminded everyone of the Annual SALS meeting and dinner in Saratoga on May 21, 2018. Jennifer Hurd, Diane Marchand, Lance Spallholz, Steve Ames, and Nancy Theissen plan to attend.

### **Electrical Updates –Malta Branch**

Nancy Theissen reviewed the history and current developments in the electrical floor outlets project at the Malta Branch. At the February trustees meeting we approved a proposal with Steve Ristau of Auselect to do the installation for \$6731.02. Since that time several developments have taken place. Representatives from the Malta Buildings Department and the Town Supervisor are concerned with the dust that will be created by cutting the concrete which could seriously impact the ventilation system, books and the library in general. In addition the Community Center and its programs would be disrupted and therefore might require closing. They asked that the affected area be tented in plastic. Steve Ristau adjusted his quote and added \$2547 to the cost. We also will need to submit a "Scope of Project" plan and get approval from the town in order to move forward. The work will require an inspection upon completion. There were suggestions to possibly tie in the closure with Veteran's Day (holiday) but we would need to let Alyssa from Parks & Recreation know by end of May since the program for the fall is written in early June. After discussion and input from each of the trustees Diane Marchand made a motion to abandon the proposal from Auselect . It was seconded by Lorrie Anthony and unanimously approved.

Nancy Theissen will inform all the parties involved. The suggestion was made that in lieu of outlets, the library purchase power packs for patrons to charge their electronic devices. Lydia Hoffman will look into this. We may also consider installing another wall outlet to accommodate program needs.

### **Clark House Triage Update**

Diane Marchand reported that Adirondack Basement has completed their work and WRLIS received a refund check of almost \$4000. Due to inaccessible areas, fewer Smart Jacks and beams were used.

### **Long Term Strategic Planning Meeting**

Erica Freudenberger from SALS would like to reschedule Strategic Planning meeting. The group agreed on Tuesday, June 5, 2018 at 6:30 in the Round Lake Community Room.

Motion to adjourn was made by Lorrie Anthony at 7:59 pm.

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