

**Round Lake Library Board of Trustees Meeting
December 11, 2018 – 7pm
Round Lake Village Community Room**

Trustees Present: Nancy Theissen, Diane Marchand, Jean Sweet, Sue Lesar, Rachel Ziegler-Sheridan, Courtney Max

Associate Trustees Present: Steve Ames

Absent:

Excused: Angela DeMeritt, Lorrie Anthony, Lydia Hoffman, Lance Spallholz

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: Yes

The meeting was called to order by Nancy Theissen at 7:01pm.

Minutes

A motion was made by Jean Sweet to approve the minutes of October 9, 2018, seconded by Sue Lesar and unanimously approved. A motion was made to approve the minutes of November 13, 2018, 2018 by Nancy Theissen, seconded by Diane Marchand and approved with 3 abstentions.

Directors Report

Jennifer Hurd reported that due to the temporary closure of Clark House, circulation for the month was down. However, there was an increase at the Malta Branch. SALS libraries are participating in a Moon Walk Challenge which will run until Apr 2019. The challenge is part of a grant to provide health information to patrons in a variety of forms. SALS has a website to track your steps/miles. **attached***

Library Statistics

Monthly reports for the library statistics for November 2018 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 both October and November 2018. It was seconded by Courtney Max and unanimously approved.

attached*

Director Annual Evaluation

Nancy Theissen has received staff input to contribute to the director's evaluation. Jennifer Hurd has submitted her self-review. Jean Sweet volunteered to help with the director evaluation process. Together Jean and Nancy will prepare the evaluation, discuss it at the next Trustees meeting and then meet with the director to review the document before filing it in her personnel folder.

Trustee Vacancies

Lydia Hoffman contacted Stacey Thayer and she is interested in becoming a library trustee. Nancy will reach out to her.

Plan of Service

A special meeting with trustees and Jennifer Hurd will be held on January 10, 2019 in the community room. Our goal will be to create an outline for writing our Plan of Service. All interested trustees should attend.

Clark House Triage Update

Diane Marchand reported that the renovations to the staff area are complete. Paul Zurlo made a cover to hide the data wires, but the staff is concerned about accessing the wires following a power outage.

Sexual Harassment Training

SALS is looking into online vendors to offer group rates for the NYS required sexual harassment training. They are asking each director to submit the approximate number of participants. Since trustees are also strongly encouraged to take this training we told her to add the 11 trustees to her total.

Motion to adjourn was made by Sue Lesar at 7:31 pm.

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