

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

**Trustees Present:** Nancy Theissen, Lance Spallholz, Diane Marchand, Lydia Hoffman, Courtney Max, Jean Sweet, Sue Lesar

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

**Absent:**

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

**Director:** Jennifer Hurd

**Public:** Craig Warner

**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 7:01pm.

**Craig Warner**

Former library trustee, Craig Warner, attended this meeting to discuss the possibility of contributing part of his salary to non profits such as the Round Lake Library. He wondered if a special account might be set up to ensure that this type of donation be possibly designated for a special purpose and not just deposited to general savings. Following discussion of our various accounts, he was satisfied that the Honor and Remembrance Fund would address his concerns.

**Minutes**

The minutes for the June trustees' meeting were reviewed. A motion to approve the minutes of the 6/12/18 Board of Trustees Meeting was made by Diane Marchand, seconded by Lorrie Anthony and unanimously approved. **attached\***

**Directors Report**

Trustees reviewed Jennifer Hurd 's report. Highlights included the Summer reading program for children tweens and teens, the use of the online reading tool, Beanstack, the quarterly staff meeting. **attached\***

**Library Statistics**

Monthly reports for the library statistics for both June 2018 were reviewed. Lance raised a question about the collection counts since the recent inventory removed many unused books from circulation. They are, however, replaced by new ones. **attached\***

**Budget/Monthly Reports/Warrants**

The Board reviewed monthly reports for May 2018 which include the Library Actual vs. Budget, Profit & Loss, Balance Sheet and warrants. A motion to approve the financial documents for 6/30/18 was made by Lorrie Anthony, seconded by Lydia Hoffman and unanimously approved. **attached\***

### **Malta Newsletter Article**

Malta is looking for articles for their fall/winter newsletter. Suggestions included giving an overview of the library, explaining how people can sign up for emails, providing a few stats and highlighting some of the services offered. The due date is August 3<sup>rd</sup>.

### **Book Sale**

Signup sheets were passed around so trustees could volunteer for the Book Sale in August. Lydia Hoffman will coordinate filling the remaining slots. Thanks Lydia!

### **Proposed 2019 Library Budget**

The proposed 2019 Library Budget was prepared by Lance Spallholz, Diane Marchand, Lorrie Anthony, Jennifer Hurd and Nancy Theissen. They presented a \$385,300 budget to the trustees for their questions and approval. This is year 3 of the Town of Malta funding increase. Discussion focused primarily on salaries and minimum wage increases. We have had some unused funds in the past 2 years and these will likely be used to meet our financial needs for the next few years. A motion to approve the 2019 Round Lake Library Budget was made by Lorrie Anthony, seconded by Jean Sweet and unanimously approved.

### **Clark House Triage Update**

Diane Marchand reported that she is still waiting for written quotes from contractors for the work in the staff area and the exterior trim painting.

Motion to adjourn was made by Jean Sweet at 8:09 pm.

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