

## Round Lake Library Board of Trustees Meeting

May 8th, 2018

### Round Lake Community Room

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

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

**Excused:** Lance Spallholz

**Absent:** Dan Curtis

**Director:** Jennifer Hurd

**Public:** None

**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

**Quorum present**

The meeting was called to order by Nancy Theissen at 7:04pm.

**Minutes:** The minutes for the April trustees' meeting were reviewed. A motion to approve the minutes of the 4/10/18 meeting was made by Diane Marchand and seconded by Lorrie Anthony . The minutes were unanimously approved, with an abstention by Angela DeMeritt, who was absent from the last meeting.

**Directors Report:** The attached\* director's report for April was discussed. Highlights include: -15 special programs hosted during National Library week, in addition to 31 other programs for the month of April, culminating in program attendance of 640 participants total. -Receipt of some of the new computer and software items ordered through SALS, including 4 new handheld scanners (2 for each building) and 1 new public computer. All items ordered are anticipated to arrive and be installed by the end of May. -Joint Automation replaced a router and splitter at the Clark House building. - Preparations for the Summer Reading Program, which begins on June 22nd, have started.

**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 April of 2018. A motion to approve the financial documents through April 30th, 2018 was made by Angela DeMeritt, seconded by Jeanne Sweet, and unanimously approved.

**Book Sale:** Plans for the upcoming book sale fundraiser were discussed. The sale will be held in the Round Lake auditorium on the same weekend as the Markets of Round Lake (August 11 - 12). Diane Shapiro, who has led the planning for the sale in years past, will no longer be filling that role. Possibilities for volunteers to help with transportation/sorting of books and organization of the sale were reviewed.

**Trustee Vacancy:** Board member Dan Curtis has vacated his position on the Board, leaving his seat unfilled. Possibilities for a new board member were discussed.

**Employee Position Change:** Library Director, Jennifer Hurd, discussed concerns ensuring that library staff occupy positions of optimal fit, thus allowing all employees to continue effectively providing services to the library and patrons.

**Library Brochures:** Lorrie Anthony has undertaken an enterprise to inform new residents of the Round Lake Library and the services it provides. Lorrie has contacted managers of apartment complexes within the Town of Malta, and they have agreed to include Round Lake Library informational brochures within the welcome packets provided to those who have newly moved to the area. Lorrie continues to accrue estimates for the cost of printing brochures, and will next approach Print Graphics in Clifton Park about their rates. Drawing funds from the Public Relations item of the library budget was proposed to cover the cost.

**Power Packs:** Portable, rechargeable batteries for charging devices at the Malta Branch was further discussed. Charging packs for devices such as tablets and phones will be purchased, and a single laptop charger purchased as a trial to see how effective those charging packs prove to be. Funds will be drawn from the budget line item for computer equipment.

**Flash Drives:** Because documents and downloaded material may not be saved to the hard drives of the computers provided for public use at the library, each branch of the library has previously provided a single flash drive that patrons may borrow to download material. A common-use drive, however, creates obvious privacy concerns. In order to best protect the privacy of all library patrons, the library will discontinue use of a flash drive for public use, and instead offer flash drives for purchase by patrons at a cost of \$5 each. The drives will be purchased for the library from funds provided under the

budget item for supplies, and income will be listed for flash drive sales under the category of “other”.

**Staff Meeting:** On Friday, June 1st, 2018, both branches of the library will open at 12:00pm in order to allow for a quarterly staff meeting from 8:30 - 11:30am.

**Clark House Triage:** Work has begun assessing needs for the staff area within the Clark House building. Contractors are inspecting the area and providing estimates. Plans are for work to begin in the fall, after the busy summer season has ended.

**Adjournment:** A motion to adjourn was made by Lydia Hoffman at 8:06pm.

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