

## Round Lake Library Board of Trustees Meeting

October 9th, 2018

### Round Lake Community Room

**Trustees Present:** Nancy Theissen, Diane Marchand, Lydia Hoffman, Courtney Graham, Rachel Ziegler-Sheridan, Jeanne Sweet, Lance Spallholz, Sue Lesar

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

**Excused:** Steve Ames

**Absent:** None

**Director:** Excused

**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 7:02pm.

**Minutes:** The minutes for the September trustees' meeting were reviewed. A motion to approve the minutes of the 9/11/18 meeting was made by Lorrie Anthony and seconded by Lydia Hoffman. The minutes were unanimously approved, with abstentions by Lance Spallholz and Sue Lesar who were absent from the last meeting.

**Directors Report:** The attached\* director's report for September was discussed. Highlights include: -30 programs offered during the month of September with total attendance of 386 patrons. Among the programs was a new collaboration with the Malta League of Arts, the Art in the Garden children's program. Thirty-one children participated in the program, and their artwork was displayed in the Round Lake Auditorium during the weekend of the Plein Air Festival. -An ongoing undertaking by the library staff is a collection management revision of the library's non-fiction collection, with the goal to make the collection more browsable and current. -The library welcomes a new Associate Director, Marybeth Max, and a new page, Danae Kinhead.

**Staffing Position Update:** A new associate director has been welcomed to the library, and the search for a new employee to fill vacated shifts is ongoing.

**Sexual Harassment Policy and Training:** In order to become compliant with new state requirements for a sexual harassment policy and employee training, the library is making small changes to the policy already in place, and employees will all undergo a mandatory training to be completed by October 9, 2019.

**Library Statistics: Monthly reports for the library statistics were reviewed. Copies attached.\***

**Budget/Quarterly Reports/Warrants:** Clarifications were made for line items in question in the August 2018 budget, and the budget/quarterly reports/warrants reviewed again during the October meeting. Motion to approve the financial documents for August of 2018 was made by Diane Marchand, and seconded by Rachel Ziegler-Sheridan. The motion was unanimously approved, with an abstention by Lance Spallholz, who was not present at the September meeting. The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for September of 2018. Motion was made to approve the budget/quarterly reports/warrants through September of 2018 by Angela DeMeritt, and seconded by Nancy Theissen. The motion was unanimously approved.

**Amsure Insurance Update:** It was acknowledged that the name of the insurer for the library has changed, though the agent and coverage remain the same. The policy will be renewed for the upcoming year.

**Book Sale:** The recent book sale, which resulted in \$4001.01 earned for the library, has been concluded, with remaining books having been organized and put back into storage.

**Change to Bylaws:** The clarification to the bylaws submitted, in writing, at the September meeting was again reviewed. Motion to approve the proposed changes was made by Nancy Theissen, seconded by Lydia Hoffman, and unanimously approved, with an abstention by Lance Spallholz. Article 1, Item 4 previously read:

*“Should a Trustee or Associate Trustee fail to attend 2 consecutive meetings without being excused, the office shall be declared vacant and a replacement shall be appointed. In the event of such vacancy, Trustees are replaced by the WRLIS Nominating Committee and a vote by WRLIS and Associate Trustees are replaced by the Malta Town Board.”*

and was amended to now read:

*“Should a Trustee or Associate Trustee fail to attend 2 consecutive meetings without being excused, the office shall be declared vacant. In the event of such vacancy, the Trustee will be replaced by the WRLIS Nominating Committee and a vote by WRLIS. The Associate Trustee will be replaced by the Malta Town Board.”*

**Clark House Triage:** Progress continues on repairs and renovations to the Clark House building, with the upcoming remodel of the staff spaces, and necessary closure of the Clark House building for 3 weeks, commencing on November 3rd. Significant improvements will be made to the space during that time, including replacement of 2 windows, leveling of floors, new flooring, and the addition of baseboard heaters. Application will be made for a grant from Global Foundries for funds to replace the flooring throughout the building in the 2019 year.

**Adjournment:** A motion to adjourn was made by Lance Spallholz at 7:51pm.

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