

**Round Lake Library Board of Trustees Meeting
January 10, 2017 – 7pm
Round Lake Village Community Room**

Trustees Present: Nancy Theissen, Lance Spallholz, Paul Block, Deb Albrecht, Lydia Hoffman, Rachel Ziegler-Sheridan, Jean Sweet, Courtney Max

Associate Trustees Present: Steve Ames

Absent:

Excused: Angela DeMeritt

Director: Jennifer Hurd

Public:

Presenter:

Quorum present

The meeting was called to order by Nancy Theissen at 7:00pm.

Minutes

A motion to approve the minutes for 12/13/16 Board of Trustees Meeting was made by Deb Albrecht, seconded by Lance Spallholz and approved with 1 abstention. **(attached)**

Directors Report

Jennifer Hurd presented the director's report. Several donations were made in the past month. They are itemized on the report. **(attached)**

Library Statistics

Monthly library statistics were reviewed. Since door counters have not been functioning, we noted that those figures are approximate. The question was raised about the number of library loan requests not matching the number of loans filled. Jennifer Hurd explained that sometimes the patron cancels the request, other times the library can't fill it and also new materials are not loaned for the first 6 months. Also, total circulation numbers include renewals. **(attached)**

Budget/Quarterly Reports/Warrants

The Board reviewed monthly reports for December 2016 which include the library budget, profit & loss, balance sheet and warrants. It was noted that during December 2016 new chairs (furniture line item) were ordered. Also 2 new door counters (grant line item) and a new book drop (grant line item and partial payment by a designated donation) were ordered. A motion was made by Paul Block to approve the financial documents. It was seconded by Rachel Ziegler-Sheridan and approved with 1 abstention. **(attached)**

Financial Officer Position

This position remains unfilled. Lydia Hoffman will be contacting a potential candidate to see if she is interested in this position.

Petty Cash Policy

Jennifer Hurd presented a draft document for the Petty Cash Policy. It was reviewed by the trustees. The only change was to add the board president, WRLIS president and WRLIS treasurer to those who can

cash a replacement check. A motion was made by Lydia Hoffman to approve the document with the suggested revision. It was seconded by Courtney Max and approved with 1 abstention. **(attached)**

Credit Card Policy

After review of the draft Credit Card Policy, (also prepared by Jennifer Hurd) a motion was made by Nancy Theissen to approve the document. It was seconded by Deb Albrecht and passed with 1 abstention. **(attached)**

Copier Update

Following last month's meeting Nancy Theissen consulted with Kevin King, Malta Town Comptroller, who suggested we get 3 bids prior to changing the library's photocopier vendor. He also said we should confirm that our current contract can be bought out by another vendor. Jennifer Hurd and Lance Spallholz will follow up on this task.

Motion to adjourn was made by Deb Albrecht at 7:44 pm.