

## **Round Lake Library Board of Trustees Meeting**

**February 14, 2017**

**Round Lake Village Community Room**

**Trustees Present:** Nancy Theissen, Lance Spallholz, Paul Block, Deb Albrecht, Lydia Hoffman, Courtney Max

**Associate Trustees Present:** Steve Ames, Angela DeMeritt **Absent:** None

**Excused:** Rachel Ziegler-Sheridan, Jean Sweet

**Director:** Jennifer Hurd

**Public:** None

**Meeting Dates:** Jan 10, Feb 14 (SALS report), Mar 14, Apr 11, May 9, Jun 13 (budget subcommittee), Jul 11, Aug 8 (approve budget), Sep 12, Oct 10, Nov 14, Dec 12

### **Quorum present**

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

**Minutes:** The minutes for the January trustees' meeting were reviewed. A motion to approve the minutes of the 1/10/17 meeting was made by Lance Spallholz and seconded by Paul Block Sheridan. The minutes were unanimously approved, with an abstention by Angela DeMeritt, who was absent from the January meeting.

**Directors Report:** The attached (\*see below) director's report was discussed. Highlights include: -Book orders processed, and regular programs progressing well, with the addition of a winter session of the Green Hour program by Diane Shapiro. -Materials have been ordered and planning begun for the new Lego Robotics Program to begin soon. - Preparations to provide forms and instruction booklets for patrons to file State and Federal taxes completed. -Thanks to Scott Rigney and Pete Marchione for installation of a new book drop at the Clark House location. - Polaris upgrade to take place overnight March 7-8. -A new Joint Automation Security Policy will be implemented soon, detailing acceptable use of MVLS/SALS Joint Automation resources, including library email, passwords, patron data and information sharing. Once approved, the new

policy will be discussed with staff, and pertinent agreements read and signed. -Retirement of Library Assistant, Shirley Ryan.

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

**Budget/Quarterly Reports/Warrants:** The Board reviewed the monthly reports for the library budget, as well as profit/loss and balance sheets for January of 2017. A motion to approve the financial documents through January 2017 was made by Angela DeMeritt, seconded by Nancy Theissen, and unanimously approved.

**Financial Officer Position:** Deb Albrecht made a motion for the Board of Trustees to appoint Margaret A. McDonough as the new WRLIS Financial Officer. The motion was seconded by Lydia Hoffman, and unanimously approved.

**SALS Annual Report:** The SALS annual report for 2016 (copy attached) was reviewed and discussed. A motion to approve the report for submission was made by Deb Albrecht, seconded by Courtney Max, and unanimously approved.

**Malta Associate Trustee Position:** The continued need for a third Associate Trustee from the Town of Malta was discussed, and the suggestion made to make mention of the open position in the newsletter for the Town of Malta, as well as the newsletter for the Round Lake Library and the library website.

**Copier Update:** Two quotes for photocopier service contracts were reviewed. A third quote is needed for review, after which a contract with a provider that meets or exceeds current specifications will be selected from the preferred of the three quotes submitted.

**Adjournment:** A motion to adjourn was made by Paul Block at 7:51pm.

*\*copies of all public documents can be requested by emailing the library director, Jennifer Hurd at [jhurd@sals.edu](mailto:jhurd@sals.edu)*