

**Round Lake Library Board of Trustees Meeting
November 13, 2018 – 7pm
Round Lake Village Community Room**

Trustees Present: Nancy Theissen, Diane Marchand, Jean Sweet, Sue Lesar

Associate Trustees Present:

Absent:

Excused: Angela DeMeritt, Rachel Ziegler-Sheridan, Steve Ames, Lorrie Anthony, Courtney Max, Lydia Hoffman, Lance Spallholz

Director: Jennifer Hurd

Public:

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: No

The meeting was called to order by Nancy Theissen at 7:01pm.

Minutes

The minutes for the October 2018 trustees' meeting were reviewed. Since we didn't have a quorum approval is postponed until the December meeting.

Directors Report

Jennifer Hurd reported an increase this past month in both circulation and door count. The Food for Fines program was extended through Oct 3rd and, as a result of donations, the library waived \$122 in fines. The date by which staff must complete the NYS required for sexual harassment training has been extended to October 1, 2019. SALS is looking into an online training program that could be taken at the employee's convenience. Trustees will also be encouraged to complete this training. A new page has been hired who will work primarily at the Malta branch. Jill Wildberger, who has been working at the library under the NYS Employee Training program will complete her internship in December 2018. At that time she will be eligible to be hired by the Round Lake Library. **attached***

Library Statistics

Monthly reports for the library statistics for October 2018 were reviewed. **attached***

Budget/Monthly Reports/Warrants

Since we didn't have a quorum, approval of all the financial documents is postponed until the December meeting.

attached*

Director Annual Evaluation

Nancy Theissen will email the staff for their input to the director's evaluation. She would like another trustee to volunteer to help with the director evaluation process in December. Let her know if you're interested.

Trustee Vacancies

The trustee terms of Jean Sweet and Nancy Theissen will end in January 2019. Nancy Theissen would like to run again. Suggestions were made for possible candidates to fill Jean's vacancy. Diane Marchand reminded us of the WRLIS meeting requirement when asking people if they would be interested.

Plan of Service

At our December meeting we will set a date for a special trustee meeting to be held in January 2019 to create an outline for writing our Plan of Service.

Appointment of Employees

The Fall 2018 issue of "Trustee" (the newsletter issued by the Library Trustees Association of NYS) stated that the Library Board has the authority to appoint library employees. It adds that "the Board may delegate the Director the task of **seeking** a qualified person to fill the position and then **recommending** it to the Board the appointment of a qualified person, including salary or salary range and fringe benefits for that position." Our practice has been that the director has told us about vacancies, shared her plan for screening candidates and then informed the board of her decisions usually after the fact. In the future, we will need to change our procedure to comply with these rules.

Clark House Triage Update

Diane Marchand reported that Paul Zurlo started the staff area renovation project on November 5, 2018. So far the room has been gutted down to the studs, the floor has been leveled and some plumbing issues are being addressed. The carpet tiles and 2 large cabinets have arrived. Paul feels they are right on schedule. Jennifer Hurd reported that Spectrum is coming tomorrow to re-install the wiring for the security system. The IT people from SALS have also been contacted and are ready to re-install the lines they need for Polaris.

Jennifer has been stopping in at Clark House daily to pick up returns and fill requests.

Aaron Morris did the submission for a Global Foundries Grant in the amount of \$5000 to help defray the cost of carpeting in the public areas of the building. We will likely hear in mid December if it is approved. Diane talked about using volunteers to paint the walls in those areas prior to any carpeting being installed. She is aiming for late spring.

Diane discussed with Paul Zurlo the possibilities of renovating the back porch area. He had suggestions that would allow more usable wall space if we installed smaller windows closer to the ceiling. He also had recommendations for a heating system.

Motion to adjourn was made by Diane Marchand at 7:41 pm.

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