

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

**March 8, 2016**  
**Round Lake Library**

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

**Associate Trustees Present:** Steve Ames, Ed Sherlock, Angela DeMeritt

**Absent:** Lydia Hoffman, Danielle Rigney

**Director:** Jennifer Hurd

**Public:** None

**Quorum Present**

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

**Minutes:** The minutes for the February trustee's meeting were reviewed. A motion to approve the minutes of the 2/9/16 meeting was made by Ed Sherlock, seconded by Jean Sweet, and unanimously approved with abstentions by Angela DeMeritt and Nancy Theissen who were not present at the last meeting.

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

**Budget/Quarterly Reports/Warrants:** The Board reviewed the February 2016 monthly reports for the library budget; profit/loss and balance sheet (copies attached). An update/revision of the budget and quarterly reports is needed and will be approved at the meeting scheduled for April 2016. A motion was made to approve the warrants through February 29, 2016 by Deb Albrecht, seconded by Paul Block and unanimously approved.

**Accountant Contract Renewal:** The board discussed continuing the contract for accounting services provided to the library by Nelson Beebe. A motion to renew the contract was made by Jean Sweet, seconded by Deb Albrecht, and unanimously approved.

**Joint Automation Agreement Renewal:** Jennifer Hurd reviewed Joint Automation, its importance to library operations, and associated fees for circulation and item records

with the board. A motion was made to approve the authorization for contract renewal (per signature of the board president, Nancy Theissen) by Jean Sweet, seconded by Ed Sherlock, and unanimously approved.

**Great Escape Tickets Promotion:** The library will be selling tickets for The Great Escape, a portion of the sales for which will go to benefit the library. The fundraiser will be advertised via flyers, social media, email, library newsletter, and word-of-mouth.

**Meeting with Malta Controller Update:** Nancy Thiessen met with the Malta Controller, Kevin King, who requested financial documents to be provided by the library per the terms of the WRLIS contract with the town of Malta. In particular, a partitioning of the total library budget by building (i.e. Clark House and Malta Branch) was requested. The budget document was presented for review, with a few small revisions/corrections suggested. Trustees approved the revised document individually via email following the meeting (copy attached).

**414 Subcommittee:** The board continued to discuss the possibility of a 414 proposition campaign to increase library funding. Lance Spallholz presented a copy of the authorization of the president of the board of trustees, Nancy Theissen, to seek approval from the Woman's Round Lake Improvement Society (WRLIS) to initiate the process of placing a 414 initiative on the ballot for the election taking place November 8, 2016, and to request funds for the campaign.

**Director Evaluation Update:** Jennifer Hurd continues to work on her portion of the evaluation, which will be reviewed at the meeting for April.

**Directors Report:** Jennifer Hurd presented the attached director's report. Highlights include: -Increased circulation -Consideration of a new platform for eBooks and downloadable audio books, as well as a new funding model to increase material purchased for the platform. -Preparations for the upcoming Summer Reading Program

**Meeting was adjourned at 8:17 pm,** motion made by Nancy Theissen and unanimously approved.