

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
April 24, 2013**

**Meeting called to order at:** 7: 05 PM by President Larry Rogers

**Present:** Staff—Karen DeAngelo, Library Director;

Trustees—Beth Bechtel, Jean Clancy Botta, Thomas Shaginaw, Larry Rogers, Sharon Rouis, Barbara Wilson, Steve Zarelli

**Board Minutes:** On a unanimous motion made by Barbara Wilson, with a second from Steven Zarelli, the Board of Trustees approved the Minutes of the March 27, 2013 meeting.

**Report of Special Funds:** The Trustees reviewed account funds for April 2013. The Board and Director acknowledged, with gratitude, the donation from Virginia Mottolo and the contribution from Takes 2 to Q Agility Club Inc. for use of the community room. The Library was also gifted with a \$500 donation from Ballston Spa Bank in April.

**Monthly Financial Statements:** The Trustees reviewed the April 2013 financial statements and found them to be largely on target for this point in the budget year. Ms. DeAngelo explained that the LLSA (Local Library Services Aid) is a variable sum of money that the library receives yearly from the government through SALS.

**Approval of Bills:** The April 2013 bills which were reviewed and signed by Steve Zarelli were unanimously approved on by a motion made by Sharon Rouis with a second from Tom Shaginaw.

**Librarians' Reports:**

Karen DeAngelo, Library Director:

Dr. Roberta Boss will conduct a four week lecture philosophy series in 2013. Dr. Boss led a similar program for the library in 2012.

The 2012 Annual Report to the Public is complete and ready for approval.

Ms. DeAngelo introduced two policies to discuss at the May 2013 meeting; the operation and loaning of library equipment and use of the library bulletin board by nonprofit organizations and businesses.

The Books Delivery Program, an outreach program to deliver books to the homebound, was chosen for a SALS Library Program of the Year Award.

The Burnt Hills-Ballston Lake School Art Show has been on display for the month of April and a reception was held on April 20, 2013 for the artists, their families and community members. Ms. DeAngelo shared a thank you letter from the district art teachers, thanking the library for hosting this event.

Rebecca Darling, Youth Services Librarian

Ms. DeAngelo reported for Ms. Darling in her absence. The Summer Reading schedule is complete and the online enrollment program is ready for patron registration. Three new iPads will be set up in the Children's Room soon to replace the computers. The games put on the iPads were chosen using Commonsense Media recommendations and reviews

**Reports of Committees:**

Long Range Committee: The Long Range Committee met on April 10, 2013 to discuss the library tagline and logo. A discussion was held about the logo, graphic accompaniment, and tagline. Various possibilities were reviewed. The Long Range Committee has asked Libby Post from Communication Services to make some minor adjustments to a current logo under consideration.

**Unfinished Business:**

Preliminary report from Architect- Architect Paul Mays will provide a preliminary report at 6PM on May 29, 2013 before the scheduled Board of Trustee meeting. Mr. Mays has visited the library to gather information for assessing the library's current physical structure and to provide suggestions for improvement.

Memorandum of Understanding with Town of Ballston: There are no new developments at this time.

Update on 3m Window Film: Ms. DeAngelo discussed the possible installation for 3m window film on the library's many windows with architect Paul Mays. Mr. Mays mentioned that the lower upstairs windows might be a top priority for first installation.

Minimum Wage: Minimum wage will likely be raised in the upcoming few years. Ms. DeAngelo will investigate this matter further to determine how this increase may potentially impact the library staff wages and the library budget.

**New Business**

Nominating Committee: Barbara Wilson will chair the nominating committee with Tom Shaginaw and Jean Clancy Botta to determine the officers for the Board of Trustees beginning in July 2013.

Budget Discussions: Karen DeAngelo and Tom Shaginaw will schedule a Finance Committee meeting for preliminary 2014 budget discussions.

SALS Annual Dinner Meeting: The Library will receive the SALS Library Program Award at the SALS Annual Dinner Meeting in May. With a unanimous motion made by Steve Zarelli and with a second by Jean Clancy Botta, the Board of Trustees approved payment for one or two key volunteers to attend this dinner meeting in recognition of their service with the Books Delivery Program.

JA Contract: Joint Automation is a collaboration between the Mohawk Valley Library System and the Southern Adirondack Library system that provides member libraries with computer support and maintenance, including the circulation system. On May 28, 2013, Carson Block will facilitate a meeting among all the member libraries of both systems, MVLS, SALS to examine what JA does for the

membership and the current fee structure. The meeting will be held at the Clifton Park-Halfmoon Library. All trustees and member library directors are invited to attend and participate. The times will be forthcoming shortly. On a motion made by Tom Shaginaw with a second by Jean Clancy Botta, the Board voted to approve the JA Contract as it currently stands.

The Board of Trustees was adjourned to Executive Session at 8:00 PM on a unanimous motion made by Sharon Rouis with a second by Barbara Wilson. Personnel matters were discussed and the Executive Session was adjourned at 8:45PM on a unanimous motion made by Steve Zarelli with a second by Sharon Rouis.

**Minutes submitted by:** Beth Bechtel, Secretary.