

**Town of Ballston Community Library
Board of Trustees Meeting Minutes
April 27, 2011**

Meeting called to order at: 7:04 PM by President Sharon Rouis.

Present: Staff—Karen DeAngelo, Library Director. Trustees--Jean Clancy Botta, Keith Fieldhouse, Sonja Olson, Lawrence Rogers, Sharon Rouis, Tom Schottman and Barbara Wilson. Town Representatives—Patti Southworth, Ballston Town Supervisor; Kimberley Ireland, Ballston Councilwoman. Guest Speaker: Sara Dallas, SALS Director.

Board Minutes: Minutes of the March 30, 2011 meeting were approved by the Board on a motion made by Sonja Olson and with a second by Barbara Wilson.

Report of Special Funds: The Trustees reviewed account balances.

Monthly Statements: The Trustees reviewed the April 2011 financial statements, including the Petty Cash Report.

Librarians' Reports:

Karen DeAngelo, Library Director:

Ms. DeAngelo reported that she attended a very interesting and thought-provoking program entitled "Keeping Your Library Relevant" today; it was held at the Clifton Park-Half Moon Library and was sponsored by SALS.

The Director indicated she was close to hiring a replacement for Bridget Crouch; the Board urged her to do a thorough reference check before hiring the new Computer Service Program Assistant.

Over 300 people attended the Art Reception hosted by the Friends of the Library. The children's impressive artwork was enjoyed by all. The Friends will be holding the book sale from May 12th through the 14th. Their *Spring Fling Raffle* is attracting much attention.

Ms. DeAngelo reported that she is working with Town Historian Rick Reynolds to help plan the upcoming "Celebrate Burnt Hills Day," which will include a commemoration of the start of the Civil War. Additionally, Mr. Reynolds will be at the library one evening (6:30-8PM) per month in a six month-long trial program entitled "Historian in Residence."

The Book Club will be viewing and discussing the book-based movie, *The Sweet Hereafter*, on May 9th. The April meeting of the club attracted 22 participants! The *Soldiers of Saratoga County* program attracted 16 patrons. *The Computer Montage Art Grant Programs* are continuing through May.

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The Director urged Trustees to attend SALS' Annual Dinner on May 16th. Our library's "Camp Half Blood" summer program is receiving the Program of the Year award this year at the dinner. The Board gave kudos to Rebecca Darling, the staff and volunteers for this honor.

Ms. DeAngelo conferred with architect Paul Mays (referred to her by other local librarians and SALS) to discuss the downstairs acoustical problem and other issues. He sent a proposal to develop a plan to address the noise condition for a cost of \$1500, and another one for \$4900 to address all of the library's current building/space issues. She has also received an estimate from Chad Beck, who was recommended by Fridholm Business, to install a swinging door between the work area and the public space. Further discussion of these matters by the Building and Grounds Committee will occur.

On another building matter, D.A. Kenyon Enterprises has been hired to do some of the garden and grounds maintenance, with \$700 coming from the Friends and other monies from the library's budget. David Kenyon met with Larry and Cathy Rogers to discuss the gardens as *Town in Bloom* will retain control over the planting of flowers. Town Supervisor Southworth indicated the Highway Department will clean up the ruts in the yard made by the snow plows this winter.

The Director intends to attend a Readers Services workshop on May 5th and she reported that she has been doing some reading on serving seniors.

Rebecca Darling, Youth Services Librarian was not in attendance due to a family emergency. Her report was given by Ms. DeAngelo.

The teen program, *Roman Camp Half Blood*, was a success during April school break. Through the Target grant, a family concert with singer Spook Handy was held during the school break at the Ballston Town Hall. The library also held three *Learn to Sew* workshops for the younger crowd. *Music Miss Mona* started up again and was well-received.

There was some discussion regarding Miss Mona's Program. The high attendance figures are creating some parking and seating problems. Ideas considered are moving the program downstairs to the community room and/or requiring sign-ups. The Director reported that circulation figures are not impacted by attendance at this program. Trustees commented that attendance is also an important measurement of patron satisfaction. It was suggested again that offering a book display tied to the week's musical and programmatic themes might help boost circulation.

Councilwoman Ireland shared a success story about the *Read to Casey* program. First and second graders from Stevens Elementary School will be coming for library cards during May.

Guest Speaker: Sara Dallas, Director of the Southern Adirondack Library System (SALS)

Ms. Dallas addressed the Board about SALS' current financial difficulties, which are a result of the current State budget problems. She reminded the Board that most of SALS funding comes from the State. SALS has suffered a 22% loss in aid this year and they are expecting at least 10% less next fiscal

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year. Due to such significant cutbacks, staff has been laid off and some services to member libraries have been eliminated or curtailed. It was a hard decision to halt SALS' long-time acquisition service for its members. In polling librarians and trustees they find great support for SALS continuing role in supporting library technology, especially training, web services and aiding libraries in adapting to technological advances. Maintenance of the *Polaris System* and delivery of interlibrary loans are also high on most members' priority lists.

Ms. Dallas explained that SALS is working on a new five year plan and she provided information on the process they are utilizing to ensure that all stakeholders are able to give their input. She also requested the Board's support for SALS' Free Direct Access Plan, which was distributed to the Trustees for review. A vote will be taken on the plan at the May meeting.

Ms. Dallas reported that last year's state-funded Construction Grants have been held-up due to cutbacks in staff at the state level. She was not optimistic about getting timely approvals if we choose to pursue this funding for the several building issues on our radar.

She urged Trustees to attend SALS upcoming annual dinner. She offered congratulations to Youth Services Librarian Rebecca Darling for winning the best program award for last summer's *Camp Halfblood*; the award will be given at the dinner.

Reports of Committees:

The Ad Hoc Committee on Board Applicants, consisting of Tom Schottman (Chairperson), Keith Fieldhouse and Barbara Wilson, gave a summary of their application review process. There were five applicants; one was ineligible to serve as he lived outside the library district.

Mr. Schottman made a motion for the Board of Trustees to go into Executive Session to discuss the resumes of the applicants. This motion was seconded by Keith Fieldhouse and the Board unanimously agreed. All four eligible applicants were worthy candidates and their interest in serving is much appreciated. The work experience, educational background and community service of the applicants were reviewed during this session. The Committee members explained their ranking of the applicants and responded to questions about their phone conversations with the two most likely candidates.

Sonja Olson made a motion to come out of Executive Session, which was seconded by Tom Schottman, and unanimously approved by the Board. Then, in open session Sonja Olson made a motion, which was seconded by Larry Rogers, and unanimously approved by the Board of Trustees, to recommend to the Ballston Town Board that they appoint Beth Putnam Bechtel to fill Sonja Olson's three year term and Steven A. Zarelli to fill Tom Schottman's one year term.

Approval of Bills: After a brief discussion, and an explanation about double billing by *The Daily Gazette*, the monthly bills for April 2011 were approved by the Trustees on a motion made by Jean Clancy Botta, with a second by Tom Schottman.

Unfinished Business:

- Video Surveillance System. Based on a motion made by Larry Rogers with a second from Sonja Olson, the Board voted to recommend to the Ballston Town Board to accept the bid for a library surveillance system from Adirondack Security for \$5895 pending a reference check with Councilman Robert Lippiello from Charlton. (At last month's meeting, Mr. Lippiello indicated he had knowledge of local video system vendors as a result of Charlton's Town Hall project.) The Town Board will need to provide authorization for this purchase from the library's fund balance. (Ordinarily, this expense would have been paid from the library's equipment line; but, the equipment line was unintentionally left out of the current year's budget.)
- Application for Library Construction Grant. A brief discussion was held about whether to pursue such a grant given the lack clarity about its availability, and our readiness to tackle the noise, roofing and moisture issues. No decision was made about this matter.

New Business:

- Estimates for the architectural work discussed above in the Library Director's report will be provided to each Trustee for review and consideration.
- Representatives from The Ballston Spa National Bank asked to be re-scheduled to attend next month's Board meeting to present a donation to the library.
- Preliminary budget discussions for 2012 included the following possibilities: adding another half-time Computer Program Assistant to the staff, setting up a reserve fund, building maintenance needs, more children's room staff, increased funding for e-books, and re-inserting an equipment line into the budget.
- Due to the difficult economy, the Board of Trustees decided to eliminate the practice of having an annual dinner for the trustees and town officials. This dinner was usually held in June at a local restaurant and included a short business meeting.
- President Sharon Rouis appointed Sonja Olson and Keith Fieldhouse to serve as a Nominating Committee for next year's Board officers.
- Staff Survey. The Director shared results of a staff survey wherein the noise factor was again raised as a concern along with interest expressed in more training.
- Pending a positive reference check, the Board of Trustees approved the hiring of Robert Stromberg to the Computer Service Program Assistant position on a motion made by Larry Rogers with a second by Jean Clancy Botta.
- The Board unanimously approved, on a motion made by Keith Fieldhouse, with a second by Sonja Olson, the funding of Barbara Wilson's attendance at the upcoming Trustees Institute in Albany.

Adjourned: The meeting was adjourned at 9:15 PM.

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Executive Session: The Trustees went into a second Executive Session on a motion made by Barbara Wilson and a second by Larry Rogers to discuss the evaluation of the Library Director and various compensation matters.

Minutes submitted by: Jean Clancy Botta.