

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
August 25, 2010**

**Meeting called to order at:** 7:03 PM by President Sharon Rouis.

**Present:** Staff--Karen DeAngelo, Director; Rebecca Darling, Youth Services Librarian; Judy Kaplan, Senior Library Clerk; Stef Leshner, Computer Specialist; and Mary Ann Haskell, Computer Instructor. Trustees--Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Sharon Rouis and Barbara Wilson. Town Representatives—Patti Southworth, Ballston Town Supervisor and Kimberly Ireland, Ballston Town Board.

**Board Minutes:** Minutes of the July 28, 2010 were approved on a motion from Barbara Wilson and a second from Lawrence Rogers.

**Report of Special Funds:** Trustees reviewed account balances. The Ballston Spa National Bank is charging our Savings Account withholding fees due to a discrepancy regarding the library's tax exemption number. Director Karen DeAngelo is still working on resolving this problem.

**Monthly Statements:** The Trustees reviewed the August 2010 financial statement. The Director and the Town Supervisor discussed plans to combine all town departments' purchases of custodial supplies to accrue savings through annual bulk purchasing.

**Reports of Committees:** President Sharon Rouis charged the Personnel Committee and the Policy Committee with developing policy guidelines addressing unexcused absences and tardiness by staff.

**Approval of Bills:** The monthly bills were approved by the Board of Trustees on a motion by Lawrence Rogers with a second by Barbara Wilson.

**Director's Report:**

**Karen De Angelo, Library Director:** The \$5000 Farley Grant was received today. Both the Director and Town Supervisor Southworth contacted the Senator's Office during August to clarify that these grant funds, which were at risk of not being allocated due to the exigencies of the current state financial situation, are slated for the purchase of much needed replacement computers for the library. The Board expressed appreciation for Senator Farley's persistence in securing these funds.

At the request of the Board, staff members have been tracking high-use periods of the library's public computers to determine optimal staffing times for the Help Desk.

The librarian provided updated emergency contact information to the Saratoga County Sheriff's Department. This action was prompted by a minor incident wherein the former director, rather than Ms. DeAngelo, was contacted by sheriff's personnel about access to the Community Room.

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In support of Ballston and Charlton's "Farms First" Initiatives, the library will focus on fiber farming through several programs in September. They include two felting workshops for children and adults. Participants of both programs will create felt Farmland Play mats, using natural sheep wool from Saratoga farms. Funding for these programs comes from Saratoga Program for Arts Funding (SPAF). In October, the library will host a spinning demonstration and a "Stash Swap," where needle workers can swap surplus yarn and knitting/crocheting/embroidery paraphernalia and chat about their crafts.

A "Memoir Writing Workshop Series" is slated for the fall. Mary Sanders Shartle will conduct the sessions, which will be funded by a gift from Fred Baum in memory of Helen Baum.

In September, Town Historian Rick Reynolds will use the library's display case to illustrate Ballston Town History. Also in September, the Community Room will feature a display entitled, "Censorship in Schools and Libraries." This display was put together by the Long Island Coalition Against Censorship.

Rebecca Darling, Youth Services Librarian: Ms. Darling presented an interesting statistical analysis of participation in the Summer Reading Program. Highlights from this report follow:

- 541 Summer Reading Registrations
- 63 VolunTeens
- 78,900 Minutes of Reading Reported
- 75 Programs over 6 weeks with 1814 total participants

She reported that the addition of the SUNY Albany intern and the Saratoga County Youth worker to the children's room staff significantly contributed to the success of all programs this summer. Both the internship and the youth worker position came at no cost to the library.

*Casey, The Therapy Dog*, will be available into the fall to help reluctant readers improve their read-aloud skills and confidence. This program is underwritten by Malta's Rotary Club.

On September 15<sup>th</sup>, a program entitled, "Scribbles and Tales," will offer stories and a craft project for grades K-5. This is an inclusive program for the differently-abled.

### **Unfinished Business:**

- NYS Public Library Construction Grant Program: Due to time constraints, no application will be submitted in this grant cycle for funding to help cover costs for remediation of/ solutions for the roof leaks, building drainage and mold/mildew problems. The Board determined that additional examination of the root causes of these problems needs to be done before committing to an action plan.
- 2011 Budget: On a motion by Lawrence Rogers with a second by Jean Clancy Botta, the Board of Trustees approved submission of the 2011 Budget, as modified at the July Board meeting, to the Town of Ballston. This budget is 1.8% lower than the 2010 financial plan and should not result in

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a tax increase. The Director, accompanied by Board Members Tom Schottman and Jean Clancy Botta, will attend the Ballston Town Board's Salary workshop on September 13<sup>th</sup> to present the rationale for the proposal to add a new ten hour-per week Library Clerk position.

**New Business:**

Senior Library Clerk Judy Kaplan, who moderates the library's adult book discussion group, invited the Board to help spread the word about local author Robin Antale's visit to the library at 7PM on September 13<sup>th</sup>. She will discuss her first novel, ***The Summer We Fell Apart.***

Ms. Kaplan also shared her concerns about the possible negative impacts on library operations of plans to increase clerical coverage of the computer help desk. She is especially worried that the accuracy of functions like barcoding new materials and interlibrary loan processing, which require close concentration, will suffer if staff currently assigned these functions are expected to simultaneously work the Help Desk. A thorough discussion of ways to implement the new initiative, while continuing to efficiently manage other vital library operations, was held. Input from the Director and Ms. Leshner regarding alternate ways of processing interloans were explored. All agreed that the 2011 Budget's proposed addition of another ten hour- week library clerk will significantly contribute to the success of the plan to address the public's demand for increased computer support at the library. The Board expressed appreciation to Ms. Kaplan for sharing her perspective and ideas on this matter.

On a motion from Barbara Wilson, which was seconded by Lawrence Rogers, the Board of Trustees voted to recommend to the town that Rebecca Darling be permanently appointed (with the minimal probationary period) as Youth Services Librarian.

**Executive Session:** At 8:00 PM, the Board of Trustees went into Executive Session to discuss several personnel matters.

**Meeting Adjourned:** 8:18 PM.

**Minutes submitted by:** Jean Clancy Botta.