

**Town of Ballston Community Library  
Board of Trustees Meeting Minutes  
May 30, 2012**

**Meeting called to order at:** 7: 15 PM by President Larry Rogers (NOTE: The meeting started late as the Trustees and Councilman Goslin participated in a focus group prior to the regular meeting to provide input on the development of the new Long Range Plan.)

**Present:** Staff—Karen DeAngelo, Library Director; Rebecca Darling, Youth Services Librarian. Trustees—Beth Bechtel, Jean Clancy Botta, Keith Fieldhouse, Lawrence Rogers, Barbara Wilson and Steve Zarelli. Town of Ballston Representative— Councilman William Goslin.

**Board Minutes:** On a motion made by Keith Fieldhouse, with a second from Steve Zarelli, the Board of Trustees approved the Minutes of the April 25, 2012 meeting.

**Report of Special Funds:** The Trustees reviewed account balances for May 2012. Programmer and Quilt Maker Extraordinaire Teresa Bashant was paid \$75. Between April 30<sup>th</sup> and May 15<sup>th</sup>, several local businesses, including: Terry Morris, Fridholm Painting, Suburban Services and Ballston Spa National Bank, donated funds (total of \$350) for the library's Summer Reading Program. The President announced that the Trustees Fund would share the cost of the replacement outdoor benches with the Friends of the Library; this decision had the full support of the Trustees. The Director provided requested data on the current values of the Savings Bonds held within the Trustees Fund. At present the eight bonds are worth a total of \$6,967.60. For our next meeting, Board President Rogers asked that Ms. DeAngelo provide the Trustees with their value if held to maturity. The Trustees engaged in a short discussion about appropriate uses of the Trustees Fund, which currently has balances as follows: Checking Account--\$9,676.80; Savings Bonds \$6,967.60; Memorial Accounts \$5,013.01 (Grand Total: \$21,657.41).

**Monthly Statements:** The Trustees reviewed the May 2012 financial statement, including the Petty Cash Report. The final reconciliation of the library's 2011 financial records with the Town of Ballston's records is still pending due to bookkeeping staff changes at the town. The actual value of the library's reserve fund is still unclear. Councilman Goslin believes the total is higher than we have anticipated. The State Comptroller's audit of the town's books is nearly complete so we should have a more accurate figure when this report is released.

The Director explained that, while it appears there is a lag in spending at this point in the year, certain personnel expenses are paid out later in the year rather than in monthly increments. Similarly, purchases of periodicals and audio visual materials tend to occur as either an annual purchase or as several bulk purchases during the year.

**Approval of Bills:** The May 2012 bills, which had been closely reviewed and signed by Trustee Larry Rogers, were unanimously approved on a motion made by Beth Bechtel and seconded by Keith Fieldhouse.

## **Library Board of Trustees Meeting Minutes, May 30, 2012. Page 2**

### **Librarians' Reports:**

Karen DeAngelo, Library Director:

The Director reported that the library will be purchasing ten new laptop computers for use in the computer classes. The library's stock of computers, which had been previously donated by the Elfun Society have aged out.

A SALS technical staffer was on site to re-boot the system and replace a battery due to the electrical outage caused by the severe storm on May 29<sup>th</sup>. Two new outdoor security cameras were installed this month.

Mr. Rogers' engineering firm, Delaware Engineering, has prepared and donated an architectural drawing for the proposed renovation of the library's front sidewalks, parking area, sign and flower beds. These plans will be used to obtain contractor estimates for the work, which may be partially funded by a construction grant from the State.

Ms. DeAngelo reported that the Library's Home Delivery Program of books and other media is up and running. It is serving both the homebound and the folks who go to the Ballston Town Hall for Meals on Wheels.

Seven Long Range Plan focus groups are being held to ascertain the community's assessment of the library's services and to provide direction for library programs and services over the next four years.

The Friends of the Library held the semiannual Book Sale and Raffle. They are assisting with the library's rocket ship float for the upcoming Flag Day Parade; the theme is "Dream Big—Read." The Friends are also selling engraved bricks as a fund raiser; they will be added to the front entrance "patio."

Rebecca Darling, Youth Services Librarian, reported that she has begun her visits to the elementary schools to encourage participation in the Summer Reading Program. She will also make a stop at the middle school to jump-start the recruitment of the 65 VolunTeens needed to help with the summer programs. Registration for the Teens' Summer Reading Program is June 13<sup>th</sup>; sign-ups for the elementary grades' Summer Reading Program are June 23<sup>rd</sup>.

Ms. Darling has been accepted as a participant in the New York Library Association Leadership and Management Academy.

### **Reports of Committees:**

The Long Range Planning Committee. Barbara Wilson, Committee Chair, reported that our contractor/facilitator and her staff, of Communications Services, is meeting with the focus groups to help us chart the 2013-2016 Long Range Plan.

## **Library Board Minutes, May 30, 2012. Page 3**

### **Unfinished Business:**

Construction Grant. The Board (specifically the Building and Grounds Committee) is continuing to give consideration to applying for a Public Library Construction Grant (s) for several projects including repair and/or replacement of the sidewalks, replacement of the sign, and construction of a sound barrier between the staff work area and the service desk areas.

Nominating Committee. Jean Clancy Botta and Keith Fieldhouse reported that the following slate of Library Board officers will be presented for a vote at the June meeting: President--Lawrence Rogers; Vice President--Barbara Wilson; Secretary--Beth Bechtel; Treasurer: Steve Zarelli.

### **New Business:**

Policy Update: P2500 Internet Use. A proposal to amend Section 4 of this policy to remove and replace outdated technical language was discussed. Since the use of "3.5 floppy disks" is no longer a popular information storage method, having been replaced by "CD[s]", this change in technology was addressed by the amendment. Based on a motion by Barbara Wilson, which was seconded by Beth Bechtel, the Trustees voted unanimously to endorse the following amendment (underlined text new):

4. Patrons may not install programs or save files to the computer. To save files patrons may use their own flash drive or a CD, which can be purchased at the Circulation Desk. The Library does not provide headphones; they may be purchased at the Circulation Desk. Printed copies may be made for a per page fee.

2013 Budget Discussion. Ms. DeAngelo presented several 2013 Budget scenarios, which were prepared with the assistance of Kathy Grecco. They are based on Trustee input regarding tax caps, clerical salaries, increased hours of service and higher use of the library's fund balance. Additional review is expected over the next few months and some tweaking of the data presentation is needed. Capital projects involving reworking the library's front landscaping/parking, and construction of an acoustical barrier between the work area and the circulation desk on the main floor were also discussed. Councilman Goslin encouraged the Trustees to be realistic and pro-active in addressing the library's budgetary requirements.

Trustee Vacancy. Keith Fieldhouse has indicated that he will end his service on the Library Board of Trustees at the end of his term next month. His decision was met with disappointment by the Trustees who have valued his contributions to the library. The Director will announce this Trustee vacancy in the usual venues.

**Executive Session:** On a motion made by Keith Fieldhouse, which was seconded by Barbara Wilson the Trustees voted unanimously to go into Executive Session at 8:40 PM to discuss the resignation of an employee.

**Library Board Minutes, May 30, 2012. Page 4**

**General Session Resumed (New Business continued):**

Staff Leave Request. The Board went back into General Session at 8:50 PM to act on a staff member's request for a month-long leave to deal with a family health matter. On a motion made by Steve Zarelli, which was seconded by Keith Fieldhouse, the Trustees voted unanimously to grant Kelly Shaginaw a one month leave; and, to authorize the Director to obtain approval from the Saratoga County Civil Service Department to increase Meghan Center's work hours to 35 hours per week to cover this staff shortage.

**The meeting was adjourned at 9:05 PM.**

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